

## BOARD OF DIRECTORS MEETING AGENDA (Regular Meeting)

7:00 PM

April 23, 2025

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

 = requested Board action

- I. **Call to Order**, Chair, Jim Lindner
- II. **Approval of Agenda** 
- III. **Approval of February 26, 2025 Board Meeting Minutes**  **3**
- IV. **Visitors and Presentations**
  - A. TEC Report and Financials for April - Phil for Susan Miller **9**
  - B. Public Visitors – Non-agenda Items
- V. **Consent Agenda**  **Directors may request to move any item to business agenda for discussion**
  - A. Consider LL2 2025-01 Charley Lake Condo Association Smart Irrigation Controller Grant Application **19**
  - B. Consider VLAWMO Website Update – HDR Scope of Work and Updated Contract **23**
  - C. Consider WCA Replacement Plan Update for Polar Industrial **25**
  - D. Consider WCA Replacement Plan Wilkinson Waters in City of Lino Lakes **33**
  - E. Update on Various Spring Projects **39**
  - F. Consider MN Watershed Annual Resolution Packet **41**
  - G. Consider Pay Request from Lake Restoration Inc. for Tamarack Lake Alum **43**
  - H. Consider ISG Feasibility Study for completion and authorize payment to NOC **49**
- VI. **Business**
  - A. **Administrative**
    - 1. Consider 2024 Audit (CLA staff) – 10 mins  **51**
    - 2. Consider First Draft of VLAWMO JPA and Authorize Release for Review/Comment–(Phil) 10 mins  **59**
    - 3. Consider VLAWMO 2024 Annual Report and Monitoring Report – (Angela/Brian)10 mins  **87**
  - B. **Projects and Programming**
    - 1. Consider LL2 2025-02 WBL Sports Center Bioswale Grant Application and MOU with City of WBL and Ramsey County SWCD – (Lauren) 10 mins.  **95**
    - 2. Consider CLP Grant Agreement, Rotary Park Project MOU with City of WBL and Contract with Contractor–Resolution 03-2025 (Dawn) 10 mins.  **105**
    - 3. Consider 319 Grant Phase 2 Work Plan (Dawn) – 10 mins  **119**
  - C. **Budget**
    - 1. Discussion and Consideration of Long Range Partnership Projects Table– (Phil) 10 mins  **133**
    - 2. Discussion and Authorization of VLAWMO Subcommittee to Provide Recommendations on Rough Draft Preliminary 2026 Budget– (Phil) 10 mins  **145**
- VII. **Discussion** - Discuss 6/25/25 June Board Meeting Date per Subcommittee Request
- VIII. **Administration Communication** - Discussion on Scheduling Late May /Early June Board Subcommittee Meeting (possible dates: 6/2, 6/4 or 6/5) – Phil
- XI. **Adjourn:** Next regular meeting: June 25, 2025

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MINUTES OF THE BOARD OF DIRECTORS – FEBRUARY 26, 2025, REGULAR BOARD MEETING

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

\*= with prior notice  
\*\*= alternate

**Others in attendance:** Susan Miller (TEC).

**I. Call to Order**

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

**II. Approval of Agenda** 

The agenda for the February 26, 2025, Board meeting was presented for approval. Administrator Belfiori requested VI.B.1 be removed due to additional time needed to work through the quote/bid process with potential contractors.

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

**III. Approval of Minutes** 

The minutes from the December 11, 2024 Board meeting were placed on the agenda for approval, as presented. No comments from the Directors.

A motion was made by Director Doll Kanne and seconded by Director West to approve the December 11, 2024, minutes. Vote: Doll Kanne: aye; Lindner: aye; Prudhon: abstain; Rafferty: aye; Shah: aye; West: aye. Motion passed.

**IV. Visitors and Presentations**

**A. TEC Report to the Board for February & Finance Report**

Commissioner Susan Miller introduced herself and provided an overview of the February TEC Report to the Board. She highlighted action items from the meeting including approval of the February financial report, approval of two Soil Health Grant applications, recommended approval to the Board of sections 1 and 2 of the Watershed Management Plan (WMP).

Director Shah asked if sections 1 and 2 of the WMP are the same document as VLAWMO's long-range plan. Administrator Belfiori confirmed and clarified the draft long-range project partnership table is in the draft of section 4 of the WMP.

Commissioner Miller described other February TEC actions including recommendations to the Board to proceed with phase 2 of the Tamarack alum project, approve phase 3 of the Rotary Park wetland restoration project, and approve the 2024 Carp Solutions report.

**B. Oath of Office - Welcome Director Sara Shah**

Director Shah took the oath of office to assume her new role as VLAWMO Director.

**C. Public Visitors - Non-agenda items**

None.

**V. Consent Agenda**

Chair Lindner asked if any Board members wished to take items off of the consent agenda for discussion. Director Doll Kane requested item B be removed for further discussion.

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

- A. Consider Designation of Legal Publication – Press Publications and VLAWMO Website
- B. ~~Consider 2025 Board Meeting Dates~~ (per Board action removed from consent agenda and placed under agenda item VI. A. 2.)
- C. Consider 2025 Public Drainage Ditch Inspection Report
- D. Consider Contracts and Agreements for 2025 (6 total)
- E. Consider HEI Scope of Work for VLAWMO Regulatory Policy Update
- F. Consider Amendment to Tamarack Alum Agreement with Lake Restoration, Inc. for Phase 2
- G. Consider Wilkinson Deep-water Wetland Monitoring Report
- H. Consider Memo on Possible Wilkinson Lake Area Meander
- I. Consider Landscape Level 2 2024-02 Elmwood Park Grant Agreement Amendment
- J. Consider WCA Replacement Plan for CR J Reconstruction Project
- K. Consider 2024-2025 RCSWCD Professional Services Agreement Amendment
- L. Consider Ramsey County MOU to Cost Share on Koehler Road Gully Repair
- M. Consider Letter of Support for LCCMR City of Vadnais Heights Grant Application
- N. Consider Letter of Support for LCCMR White Bear Township Grant Application
- O. Consider 2024 Carp Removal Program Annual Report

A motion was made by Director Rafferty and seconded by Director West to approve the consent agenda except for item B. Vote: all: aye. Motion passed.

The Board agreed to place removed consent agenda item B under agenda item VI. A.2.

**VI. Business**

**A. Administration and Projects**

**1. Consider Election of Board, Subcommittee Officers, and TEC Appointments**

Chair Lindner presented the 2025 appointment needs.

**Discussion:**

Chair:

Director Prudhon stated he would like to nominate Director Lindner to continue as Board Chair.

A motion was made by Director Prudhon and seconded by Director Doll Kanne to nominate Director Lindner as Board Chair. Vote: all aye. Motion passed.

Vice Chair:

Chair Lindner asked who is in the role now and Administrator Belfiori responded that it is vacant. Director West nominated to be Vice Chair.

A motion was made by Director Doll Kanne and seconded by Directors Rafferty and Shah to nominate Director West as Vice Chair. Vote: all aye. Motion passed.

Secretary-Treasurer:

Director Rafferty nominated Director Doll Kanne to be Secretary-Treasurer.

A motion was made by Director Rafferty and seconded by Director West to nominate Director Doll Kanne as Secretary-Treasurer. Vote: all aye. Motion passed.

Subcommittee:

Chair Lindner discussed the role of the Subcommittee. Chair Lindner and Director Doll Kanne stated they would like to be on the Subcommittee. Director West stated she would join as well.

A motion was made by Director Rafferty and seconded by Director Doll Kanne to nominate Chair Lindner, Director Doll Kanne, and Director West for the Subcommittee. Vote: all aye. Motion passed.

TEC Chair and Officers:

Phil described the TEC's officer recommendations including Nick Ousky as TEC Chair, Gloria Tessier as Vice Chair, Terry Huntrods as Treasurer, and Susan Miller as the Board Liaison.

A motion was made by Director Rafferty and seconded by Director West to confirm the recommended 2025 TEC appointments. Vote: all aye. Motion passed.

**2. Moved Consent Agenda Item B: Consider 2025 Board Meeting Dates**

Administrator Belfiori presented the Board is required to set its meeting schedule each year. He said meetings have been historically held on the fourth Wednesday every other month, except for December, which is on the second Wednesday of the month. Belfiori noted that Director Doll Kanne identified June 25<sup>th</sup> as a conflict for Vadnais Heights because of the League of Minnesota Cities Annual Conference.

Director Doll Kanne asked if the June 25<sup>th</sup> meeting could be moved to the weeks before or after. Chair Lindner suggested keeping the meeting on a Wednesday and moving the meeting to the week before on June 18<sup>th</sup> since the week after is the week of July 4<sup>th</sup>.

Director Doll Kanne asked if there is a VLAWMO conflict to move the meeting to June 18<sup>th</sup>. Administrator Belfiori responded the June 25<sup>th</sup> meeting is the planned meeting for consideration of the updated WMP, and an earlier meeting could set back the plan timeline. Director Doll Kanne stated the majority of the City of Vadnais Heights Commissioners would be attending the League of Minnesota Cities Annual Conference and will not be available to attend a June 25<sup>th</sup> Board meeting. Director Rafferty asked if the meeting could be moved to June 18<sup>th</sup>. Directors West and Shah stated they are not available on June 18<sup>th</sup>.

After further discussion, Director Doll Kanne motioned and Director Rafferty seconded to maintaining June 25<sup>th</sup> as the June VLAWMO meeting date and maintaining the 2025 Board meeting dates as presented in the Board meeting packet. Vote: all aye. Motion passed.

## **B. Projects and Programming**

### **1. Consider First Two Draft Chapters of WMP**

Tanner presented drafts of sections 1 and 2 of the 2027-2036 Watershed Management Plan that are ready for an initial review. Staff have worked closely with Houston Engineering, Inc., the TEC, and the TEC+ on updating the plan. The full, first draft of the WMP will be presented for consideration at the June 25<sup>th</sup> meeting, which will start the required 60-day review period. Tanner provided an overview of the update process and highlighted that the TEC is the advisory body for the WMP. She stated that the TEC+ meetings are not a required part of the update process, but staff wanted to include agencies earlier in the process for more regular feedback. She noted the feedback received thus far has been formative for the process.

Tanner summarized the content of draft sections 1 and 2 as included in the packet. She noted these drafts incorporate staff and agency comments. She discussed that staff are currently working with Houston Engineering, Inc. on sections 3 and 4 of the WMP, with the goal of completing an initial draft of section 4 for review at the next TEC+ meeting in April.

A motion was made by Director Prudhon and seconded by Director Shah to approve the draft of Sections 1 and 2 of the Watershed Management Plan and include these documents (with necessary revisions) into the next version of the draft Plan. Vote: all: aye. Motion passed.

### **2. Consider Grant Agreement & Work Plan for '25-27 BWSR WBIF Grant – Res. 02-2025**

Sampedro presented a BWSR Watershed-Based Implementation Funding Program grant agreement and work plan, and resolution 02-2025 for consideration.

Sampedro explained the background of the grant program, noting that VLAWMO has served as the grantee for three past program cycles. She stated \$147,921 is available for the VLAWMO watershed planning area for the current funding cycle.

Sampedro summarized the completed application steps for the current funding cycle. Partners chose VLAWMO to continue serving as the grantee and for the funds to be allocated towards supplementing VLAWMO's Landscape Level 2 (LL2) grant program. She outlined the

remaining steps to receive the allocated funds, including execution of a grant agreement with BWSR, approval of the grant work plan, and submittal of the work plan to BWSR. She recommended the proposed motion included in the Board packet.

Director Rafferty asked for a rough cost estimate of the Elmwood Park curb cut raingarden project completed through the grant program. Sampedro replied that the final cost is approximately \$38,000. Director Rafferty clarified if it was a 10%. Sampedro confirmed.

A motion was made by Director West and seconded by Director Doll Kanne to approve the C25-0275 grant agreement and work plan and authorize the Board Chair to execute the grant agreement with the adoption of Resolution 02-2025, with any final non-material changes and on advice of counsel.

**RESOLUTION NO. 02-2025  
of the Vadnais Lake Area Water Management Organization (VLAWMO)**

**A RESOLUTION APPROVING the FY 24-25 BWSR WATERSHED-BASED IMPLEMENTATION FUNDING GRANT AGREEMENT AND WORK PLAN (C25-0275).**

**Resolution 02-2025 was moved by Director West and seconded by Director Doll Kanne**

WHEREAS, on August 24, 2023 the Minnesota Board of Water and Soil Resources (BWSR) approved the Watershed-based Implementation Funding (WBIF) watershed allocations for the 2024-2025 biennium; and

WHEREAS, funds have been allocated based on watershed planning areas, and VLAWMO is part of the Vadnais Lake Area Watershed Planning Area (Partnership) to which BWSR has allocated \$147,921 for implementation in 2025-2027; and

WHEREAS, VLAWMO submitted a funding request on behalf of the Partnership for the Watershed-Based Implementation Funding grant to BWSR to improve water quality within the Lambert Creek, Birch Lake, Gilfillan-Tamarack-Black-Wilkinson-Amelia Lakes, and Sucker-Vadnais subwatersheds; and

WHEREAS, components of the grant proposal include VLAWMO Grant Program implementation within the counties of Anoka and Ramsey, Minnesota; and

WHEREAS, VLAWMO will work with the Partnership and other landowners to pursue project opportunities for implementation of the grant, and

**THEREFORE, BE IT RESOLVED**, that the VLAWMO Board of Directors hereby approves the C25-0275 grant agreement and work plan, and authorizes the WMO Board Chair to execute the grant agreement and submit to BWSR, with any final non-material changes and on advice of counsel.

The question was on the adoption of the resolution and there were 6 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	X	<input type="checkbox"/>	<input type="checkbox"/>

<i>Jim Lindner</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll Kanne</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	X	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sara Shah</i>	X	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution adopted on this 26<sup>th</sup> day of February 2025.

\_\_\_\_\_ Board Chair Dated: February\_26\_\_,2025

\_\_\_\_\_ Attest Dated: February\_26\_\_,2025

**VII. Discussion**

**VIII. Administration Communication- Discussion on Scheduling Board Subcommittee Meeting (3/31, 4/1, 4/2, or 4/3)**

Administrator Belfiori asked which Subcommittee meeting dates would work for the new subcommittee members. He noted the meeting would likely be at 6:30 pm in the Lakes Room at Vadnais Heights City Hall. Director Doll Kanne responded the first Tuesday in April, April 1<sup>st</sup>, may be a Vadnais Heights City Council meeting, but the other dates should work. Director West stated she will make any of those dates work. Director Doll Kanne suggested Thursday, April 3<sup>rd</sup>. Chair Lindner stated that date works for him.

Administrator Belfiori responded he will provide an email to the Subcommittee members to finalize the meeting date.

**XI. Adjourn**

A motion was made by Director Rafferty and seconded by Director West to adjourn at 7:44 pm. Vote: all: aye. Motion passed.

TEC Report to Board -April 2025

Programs & Projects	Effort Level	Completion Date	Comments
	LOW MED HIGH		
<b>Projects</b>			
E. Vadnais Lake Subwatershed Resiliency Study		Ongoing	Staff are continuing to work with the City of Vadnais Heights on Phase 2 of the study. A state grant application for further investigation and construction plan development for the recommended BMFs identified in the study was submitted in March. News about the grant will be received in June.
Rotary Park partnership		2025-26	Request to authorize MOU, CPL grant contract, and quote recommendation
Polar Lake Park Reuse Study		2025	Continuing to work with WB Township to investigate possible grant application opportunities
MPCA 319 /Wilkinson Lake BMFs		ongoing	Complete remaining project items for phase 1 and authorize workplan for phase 2
Pleasant Lake Carp Management		ongoing	3 antenna locations are actively monitoring, and 2 sites are prepped for spring removals
Tamarack Alum Project and Birch AIS		2025	Phase 2 underway for alum and survey/permit efforts are underway for Birch AIS
<b>Programs</b>			
City/Township MS4		Ongoing	Beginning work to determine needs of MS4 partners and update outreach materials.
Education/Outreach		Ongoing	2024 annual report and monitoring annual report will be considered at April TEC & BOD meetings. Planning underway for educational workshops and field days.
Website		Ongoing	Current website continues to be updated as needed. New website planning underway.
WAV		Ongoing	Beginning work to determine volunteer events and opportunities, as well as collaborative opportunities with VLAWMO member communities. Spring WAV kick-off event scheduled for April 14.
Cost Share & BWSR WBIF		Ongoing	2024 projects continue to be closed out. Site visits have begun for the season and more grant applications are coming in. Construction plans were completed for a bioswale project at the White Bear Lake Sports Center. The 2025-2027 WBIF work plan was approved by BWSR and VLAWMO and partners are considering projects for the grant, including potentially the Sports Center project.
GIS		Ongoing	Updating the online GIS viewer to reflect boundary change with RCWD.
Monitoring		Ongoing	2025 season will begin in April.
WCA		Ongoing	Administering WCA as needed.

**Administration & Operation**

Audit		2024	2024 Audit will be considered at the April BOD meeting
Budget		for 2026 budget	VLAWMO Board Subcommittee will be discussing high level draft 2026 budget at their meeting on 4/3.
Personnel /HR		ongoing	Staff continuing to pursuing training opportunities
SSU		ongoing	The approved 2024 SSU certifications have been submitted to Anoka and Ramsey County. Starting work with Eilers on necessary SSU boundary changes based on approved updated RCWD/VLAWMO Boundary
2027-2036 Watershed Mgmt. Plan		2023-2025	Draft phase and associated reviews underway. TEC + meeting scheduled for 4/9 on draft Sect. 4.

**FINANCIAL SUMMARY as of 4/1/2025**

4M Account (1.10)	4M Plus (1.23)	Total
\$780,091	\$255,482	\$1,035,573

Budget Summary	Actual Expense YTD	2025 Budget "working"	Remaining in Budget	% YTD
Operations	\$291,275	\$1,065,008	\$773,733	27%
CIIP	\$137,466	\$1,533,199	\$1,395,733	9%
Total	\$428,741	\$2,598,207	\$2,169,466	17%

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# VLAWMO Finance Summary: April 2025

Feb-25		Actual 4/1/25	Actual to Date	2025 Budget (June 2024 Board Approved)	Carry over from 2024 to 2025	Remaining in Budget	2025 Available (Dec. 2024 Board approved)	Act vs. Budget
<b>BUDGET #</b>	<b>INCOME</b>							
<b>5.11</b>	Storm Water Utility		\$528,269	\$1,202,703	\$0	\$674,434	\$1,202,703	44%
<b>5.12</b>	Service Fees			\$1,000	\$0	\$1,000	\$1,000	0%
<b>5.13</b>	Interest + mitigation acct	\$3,786	\$17,547	\$30,000	\$0	\$12,453	\$30,000	58%
<b>5.14</b>	Misc. income - WCA admin & other		\$3,306	\$3,000	\$0	(\$306)	\$3,000	110%
<b>5.15</b>	Other Income Grants/ <u>loan</u>	\$79,627	\$84,648	\$238,960	\$0	\$154,312	\$238,960	35%
<b>5.16</b>	Transfer from reserves			\$1,180,708	\$180,796	\$1,361,504	\$1,361,504	0%
	<b>TOTAL</b>	<b>\$83,413</b>	<b>\$633,770</b>	<b>\$2,656,371</b>	<b>\$180,796</b>	<b>\$2,203,397</b>	<b>\$2,837,167</b>	<b>24%</b>
<b>EXPENSES</b>								
<b>3.1</b>	<b>Operations &amp; Administration</b>							
<b>3.110</b>	Office - rent, copies, post tel supplies	\$2,193	\$8,814	\$33,851	\$0	\$25,037	\$33,851	26%
<b>3.120</b>	Information Systems	\$1,697	\$6,980	\$33,850	\$0	\$26,870	\$33,850	21%
<b>3.130</b>	Insurance			\$12,000	\$0	\$12,000	\$12,000	0%
<b>3.141</b>	Consulting - Audit	\$4,190	\$13,745	\$23,000	\$0	\$9,255	\$23,000	60%
<b>3.142</b>	Consulting - Bookkeeping	\$44	\$180	\$1,500	\$0	\$1,320	\$1,500	12%
<b>3.143</b>	Consulting - Legal		\$1,013	\$8,000	\$0	\$6,987	\$8,000	13%
<b>3.144</b>	Consulting - Eng. & Tech.		\$220	\$50,000	\$0	\$49,780	\$50,000	0%
<b>3.150</b>	Storm Sewer Utility		\$7,878	\$22,500	\$0	\$14,622	\$22,500	35%
<b>3.160</b>	Training (staff/board)			\$18,000	\$0	\$18,000	\$18,000	0%
<b>3.170</b>	Misc. & mileage	\$62	\$328	\$7,276	\$0	\$6,948	\$7,276	5%
<b>3.191</b>	Administration - staff	\$36,419	\$153,973	\$470,287	\$13,165	\$329,479	\$483,452	32%
<b>3.192</b>	Employer Liability	\$11,789	\$46,166	\$144,579	\$0	\$98,413	\$144,579	32%
<b>3.2</b>	<b>Monitoring and Studies</b>							
<b>3.210</b>	Lake and Creek lab analysis			\$18,000	\$3,000	\$21,000	\$21,000	0%
<b>3.220</b>	Equipment			\$3,000	\$0	\$3,000	\$3,000	0%
<b>3.230</b>	Wetland assessment & management			\$10,000	\$0	\$10,000	\$10,000	0%
<b>3.240</b>	Watershed planning /special study	\$22,507	\$48,946	\$150,000	\$0	\$101,054	\$150,000	33%
<b>3.3</b>	<b>Education and Outreach</b>							
<b>3.310</b>	Public Education		\$2,000	\$6,000	\$0	\$4,000	\$6,000	33%
<b>3.320</b>	Comm., Outreach & Marketing	\$212	\$1,032	\$20,000	\$5,000	\$23,968	\$25,000	4%
<b>3.330</b>	Community Blue Ed Grant			\$12,000	\$0	\$12,000	\$12,000	0%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$79,113	\$291,275	\$1,043,843	\$21,165	\$773,733	\$1,065,008	27%
<b>Capital Improvement Projects and Programs</b>								
<b>3.4</b>	<b>Subwatershed Activity</b>							
<b>3.410</b>	Gem Lake			\$25,000	\$0	\$25,000	\$25,000	0%
<b>3.420</b>	Lambert Creek			\$160,000	\$0	\$160,000	\$160,000	0%
<b>3.421</b>	Lambert Lake Loan			\$38,568	\$0	\$38,568	\$38,568	0%
<b>3.425</b>	Goose Lake			\$75,000	\$0	\$75,000	\$75,000	0%
<b>3.430</b>	Birch Lake		\$15,000	\$70,000	\$0	\$55,000	\$70,000	21%

3.440	Gulf Black Tam Wilk Amelia	\$6,478	\$20,648	\$375,000	\$100,000	\$454,352	\$475,000	4%
3.450	Pleasant Charley Deep	\$11,160	\$26,660	\$150,000	\$0	\$123,340	\$150,000	18%
3.460	Sucker Vadnais		\$45,406	\$250,000	\$0	\$204,594	\$250,000	18%
3.48	<b>Programs</b>							
3.480	Soil Health Grant		\$1,000	\$20,000	\$4,524	\$23,524	\$24,524	4%
3.481	Landscape 1			\$50,000	\$26,900	\$76,900	\$76,900	0%
3.482	Landscape 2/BWSR WBF	\$446	\$23,616	\$80,000	\$28,207	\$84,591	\$108,207	22%
3.483	Project Research & feasibility			\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.		\$5,136	\$70,000	\$0	\$64,864	\$70,000	7%
3.5	<b>Regulatory</b>							
3.510	Engineer Plan review			\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP &amp; Program</i>	\$18,084	\$137,466	\$1,373,568	\$159,631	\$1,395,733	\$1,533,199	9%
	<b>Total of Core Operations &amp; CIP</b>	<b>\$97,197</b>	\$428,741	\$2,417,411	\$180,796	<b>\$2,169,466</b>	\$2,598,207	<b>17%</b>

Fund Balance	3/1/2025	4/1/2025
4M Account	\$790,502	\$780,091
4M Plus Savings	\$254,548	\$255,482
Total	\$1,045,050	\$1,035,573

Restricted funds	4/1/2025
Mitigation Savings	\$0
Term Series	\$300,000

Vadnais Lake Area Water Management Organization

9:22 AM

Check Detail

04/02/2025

March 13 through April 9, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	03/13/2025	further		Checking - 1987		-7.00
				Insurance Benefit		-7.00	7.00
TOTAL						-7.00	7.00
Check	eft	03/19/2025	US Bank		Checking - 1987		-43.77
				3.142 · Bookkeeping help		-43.77	43.77
TOTAL						-43.77	43.77
Check	eft	03/20/2025	Reliance Standard		Checking - 1987		-428.30
				Insurance Benefit		-428.30	428.30
TOTAL						-428.30	428.30
Check	5953	04/09/2025	City of Gem Lake		Checking - 1987		-445.50
				3.482 · Landscape 2		-445.50	445.50
TOTAL						-445.50	445.50
Check	5954	04/09/2025	Dawn Tanner		Checking - 1987		-32.20
				3.170 · Misc. & mileage		-32.20	32.20
TOTAL						-32.20	32.20
Check	5955	04/09/2025	Brian Corcoran		Checking - 1987		-29.40
				3.170 · Misc. & mileage		-29.40	29.40
TOTAL						-29.40	29.40
Check	5956	04/09/2025	Metro - Inet		Checking - 1987		-1,697.00
				IT Support		-1,697.00	1,697.00
TOTAL						-1,697.00	1,697.00
Check	5957	04/09/2025	carp solutions		Checking - 1987		-11,160.00
				3.450 · Pleasant Charley Deep		-11,160.00	11,160.00
TOTAL						-11,160.00	11,160.00
Check	5958	04/09/2025	CliftonLarsonAllen		Checking - 1987		-4,189.54

	3.141 · Audit	-4,189.54	4,189.54
TOTAL		<u>-4,189.54</u>	<u>4,189.54</u>
	<b>Check 5959 04/09/2025 City of Vadnais Heights</b>	<b>Checking - 1987</b>	<b>-2,192.96</b>
	Rent	-1,815.00	1,815.00
	Phone/Internet/Machine Overhead	-325.00	325.00
	Postage	-22.18	22.18
	Copies	-30.78	30.78
TOTAL		<u>-2,192.96</u>	<u>2,192.96</u>
	<b>Check 5960 04/09/2025 City of White Bear Lake</b>	<b>Checking - 1987</b>	<b>-47,772.72</b>
	payroll	-36,419.28	36,419.28
	Administration FICA	-2,672.02	2,672.02
	Administration PERA	-2,731.46	2,731.46
	Insurance Benefit	-5,695.04	5,695.04
	Admin payroll processing	-254.92	254.92
TOTAL		<u>-47,772.72</u>	<u>47,772.72</u>
	<b>Check 5961 04/09/2025 Houston Engineering, Inc</b>	<b>Checking - 1987</b>	<b>-18,772.25</b>
	3.240 · Watershed Plan Amendment	-678.00	678.00
	3.240 · Watershed Plan Amendment	-18,094.25	18,094.25
TOTAL		<u>-18,772.25</u>	<u>18,772.25</u>
	<b>Check 5962 04/09/2025 Barr Engineering Co</b>	<b>Checking - 1987</b>	<b>-6,477.50</b>
	3.440 · Gilfillan Black Tamarack Wilkin	-622.50	622.50
	3.440 · Gilfillan Black Tamarack Wilkin	-5,435.00	5,435.00
	3.440 · Gilfillan Black Tamarack Wilkin	-420.00	420.00
TOTAL		<u>-6,477.50</u>	<u>6,477.50</u>
	<b>Check 5963 04/09/2025 Town Law Center, PLLP</b>	<b>Checking - 1987</b>	<b>-3,735.00</b>
	3.240 · Watershed Plan Amendment	-3,735.00	3,735.00
TOTAL		<u>-3,735.00</u>	<u>3,735.00</u>

**Vadnais Lake Area Water Management Orga**  
**Profit & Loss**  
**March 13 through April 9, 2025**

9:26 AM

04/02/2025

Cash Basis

Mar 13 - Apr 9, 25

Ordinary Income/Expense	
Income	
5.1 · Income	
5.13 · Interest	3,785.68
Total 5.1 · Income	<u>3,785.68</u>
6.6.6 · Grants	79,626.50
Total Income	<u>83,412.18</u>
Gross Profit	83,412.18
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	30.78
Phone/Internet/Machine Overhead	325.00
Postage	22.18
Rent	1,815.00
Total 3.110 · Office	<u>2,192.96</u>
3.120 · Information Systems	
IT Support	1,697.00
Total 3.120 · Information Systems	<u>1,697.00</u>
3.141 · Audit	4,189.54
3.142 · Bookkeeping help	43.77
3.170 · Misc. & mileage	61.60
3.191 · Employee Payroll	
payroll	36,419.28
Total 3.191 · Employee Payroll	<u>36,419.28</u>
3.192 · Employer Liabilities	
Admin payroll processing	254.92
Administration FICA	2,672.02
Administration PERA	2,731.46
Insurance Benefit	6,130.34
Total 3.192 · Employer Liabilities	<u>11,788.74</u>
Total 3.1 · Administrative/Operations	<u>56,392.89</u>
3.2 · Monitoring and Studies	
3.240 · Watershed Plan Amendment	22,507.25
Total 3.2 · Monitoring and Studies	<u>22,507.25</u>
3.3 · Education and Outreach	
3.320 · Marketing	211.73
Total 3.3 · Education and Outreach	<u>211.73</u>
3.4 · Capital Imp. Projects/Programs	
3.440 · Gilfillan Black Tamarack Wilkin	6,477.50
3.450 · Pleasant Charley Deep	11,160.00
Total 3.4 · Capital Imp. Projects/Programs	<u>17,637.50</u>

3.48 · Programs	
3.482 · Landscape 2	445.50
<b>Total 3.48 · Programs</b>	<u>445.50</u>
<b>Total Expense</b>	<u>97,194.87</u>
<b>Net Ordinary Income</b>	<u>-13,782.69</u>
<b>Net Income</b>	<u><u>-13,782.69</u></u>

Vadnais Lake Area Water Management Organization

9:21 AM

Custom Transaction Detail Report

04/02/2025

February 1 through April 1, 2025

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Credit Card Charge	02/03/2025		Google*SVCA PPS_VLAWM		US Bank CC	✓ WEB		42.00	42.00
Transfer	02/20/2025			Funds Transfer	US Bank CC	✓ Checking - 1987		-642.50	-600.50
Credit Card Charge	02/25/2025		Adobe *Creative Cloud		US Bank CC	✓ Software		32.50	-568.00
Credit Card Charge	02/26/2025		Prairie Moon Nursery	city/hall seed	US Bank CC	✓ 3,485 - Facilities & Maintenance		1,408.00	840.00
Credit Card Charge	03/03/2025		Google*SVCA PPS_VLAWM		US Bank CC	✓ WEB		42.00	882.00
Credit Card Charge	03/27/2025		Vista Print	business cards	US Bank CC	3,320 · Marketing		61.73	943.73
Credit Card Charge	03/31/2025		Monarch Joint Venture	fee for in person presentation 2025	US Bank CC	3,320 · Marketing		150.00	1,093.73
								<b>1,093.73</b>	<b>1,093.73</b>

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: April 16, 2024

Re: **V. A.** Consider Landscape Level 2 2025-01 Charley Lake Condo Association Smart Irrigation Controller Grant Application

---

### Introduction

LL2 2025-01 Charley Lake Condo Association Smart Irrigation Controller

- Applicant: Charley Lake Condo Association
- Location: Anemone Circle, North Oaks
- Project Type: Smart Irrigation Controllers
- Total Estimated Project Cost: \$19,875.00
- VLAWMO Grant Recommendation: 90%, up to \$17,887.50

### Background

This application proposes irrigation system updates through the installation of a new smart irrigation controller and upgraded wiring and equipment to support the smart technology that would serve an 18-acre neighborhood in North Oaks. The project area includes 19 condo units and one single family home and is located within the North and East Metro Groundwater Management Area.

The Charley Lake Condo Association (CLCA)'s recently switched from a private well to the City of Shoreview water and found several issues with the existing irrigation system during the switch process including leaking heads, limited ability to turn off the irrigation system during rain events, and increases in water usage and irrigation costs. CLCA is very concerned about water conservation and has been actively working to reduce water use. The association previously received a VLAWMO Soil Health Grant award in 2023 to convert turf grass areas into native prairie to start reducing water used for irrigation. They began monitoring their water usage in 2024, which will assist VLAWMO and CLCA to compare water usage after the proposed project is installed. The project would upgrade the existing irrigation system and install a newer-technology Hunter smart irrigation controller with a flow sensor and weather-based sensor to reduce water use. A grant agreement requesting annual reporting to VLAWMO will be required.

The applicant obtained two bids for the project below:

- Nu Life Lawn Care & Snow Removal: \$29,523.06
- Williston Irrigation: \$19,875.00

The estimated project costs and proposed grant award are based on Williston Irrigation's low bid. This project was discussed at the TEC meeting on March 12<sup>th</sup>. The TEC did not express any concerns about the project and recommended approval.

### Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve Landscape Level 2 Grant funds for the 2025-01 Charley Lake Condo Association Smart Irrigation Controllers.

### Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Landscape Level 2 grant application 2025-01 at 90% of eligible project expenses, not to exceed \$17,887.50 in accordance

with VLAWMO staff & TEC's recommendations and program guidelines, and to authorize staff to sign the grant agreement with CLCA.

Attachments

- Application packet - [https://www.vlawmo.org/index.php/download\\_file/5136](https://www.vlawmo.org/index.php/download_file/5136)
- PowerPoint slides

# V. B. Charley Lake Condo Association (CLCA) Smart Irrigation Controller LL2 2025-01 Grant Application

Lauren Sampedro  
Board Meeting  
4/23/2025



## LL2 2025-01 Location Aerial



## Bid Summary



Nu Life Lawn Care & Snow Removal	Williston Irrigation
\$29,523.06	\$19,875

- Install new Hunter Hydrowise HCC smart irrigation controller and wifi module
- Install rain sensor and flow sensor
- Install wiring and water meter for new smart irrigation system

## Proposed Motion



It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the Landscape Level 2 grant application 2025-01 at 90% of eligible project expenses, not to exceed \$17,887.50 in accordance with VLAWMO staff & TEC's recommendations and program guidelines, and to authorize staff to sign the grant agreement with CLCA.



800 County Rd E East, Vadnais Heights, MN 55127  
www.VLAWMO.org  
office@vlawmo.org  
(651) 204-6070

To: VLAWMO Board of Directors  
From: Angela Hugunin, VLAWMO Communication and Outreach Coordinator  
Date: 4/14/25  
Re: **V. B. Consider Updated Website Agreement and Scope of Work with HDR**

VLAWMO staff has worked in recent years to renovate the VLAWMO website. While the original goal was to have the new website completed in 2024, staff transitions and subsequent onboarding shifted that timeline. Staff has since reconvened with VLAWMO's website consultant HDR Engineering, Inc. (HDR) to discuss an updated scope of work, timeline, and budget, as well as training for new staff to bring the website renovation project to completion.

HDR has provided a proposed short form agreement for professional services with the updated scope of work for 2025-2027 that reflects the revised project timeline and outcomes. In addition to the scope of work, the proposed agreement accounts for two years of regular web maintenance and support from HDR to keep the VLAWMO website functioning.

VLAWMO staff and HDR have set a goal to have the new website launched publicly by the end of 2025. Updates and status reports will be provided to the Board as available.

### **Staff Recommendation**

VLAWMO staff recommend the Board approval and signature of the attached proposed agreement and updated scope of work with HDR for continued website development and maintenance.

### **Proposed Motion**

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds to approve the short form agreement with HDR for professional services associated with continued VLAWMO website development and maintenance, and authorize the Board Chair to execute the agreement.

Attachment:

1. Short Form Agreement between VLAWMO and HDR to complete website development and maintenance - [https://www.vlawmo.org/index.php/download\\_file/5135/](https://www.vlawmo.org/index.php/download_file/5135/)

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To: VLAWMO Board of Directors

From: Brian Corcoran and Phil Belfiori

Date: April 16, 2025

Re: Consent Agenda item **V. C.** Consider WCA Replacement Plan Impact Update for Polar Industrial Development in White Bear Township

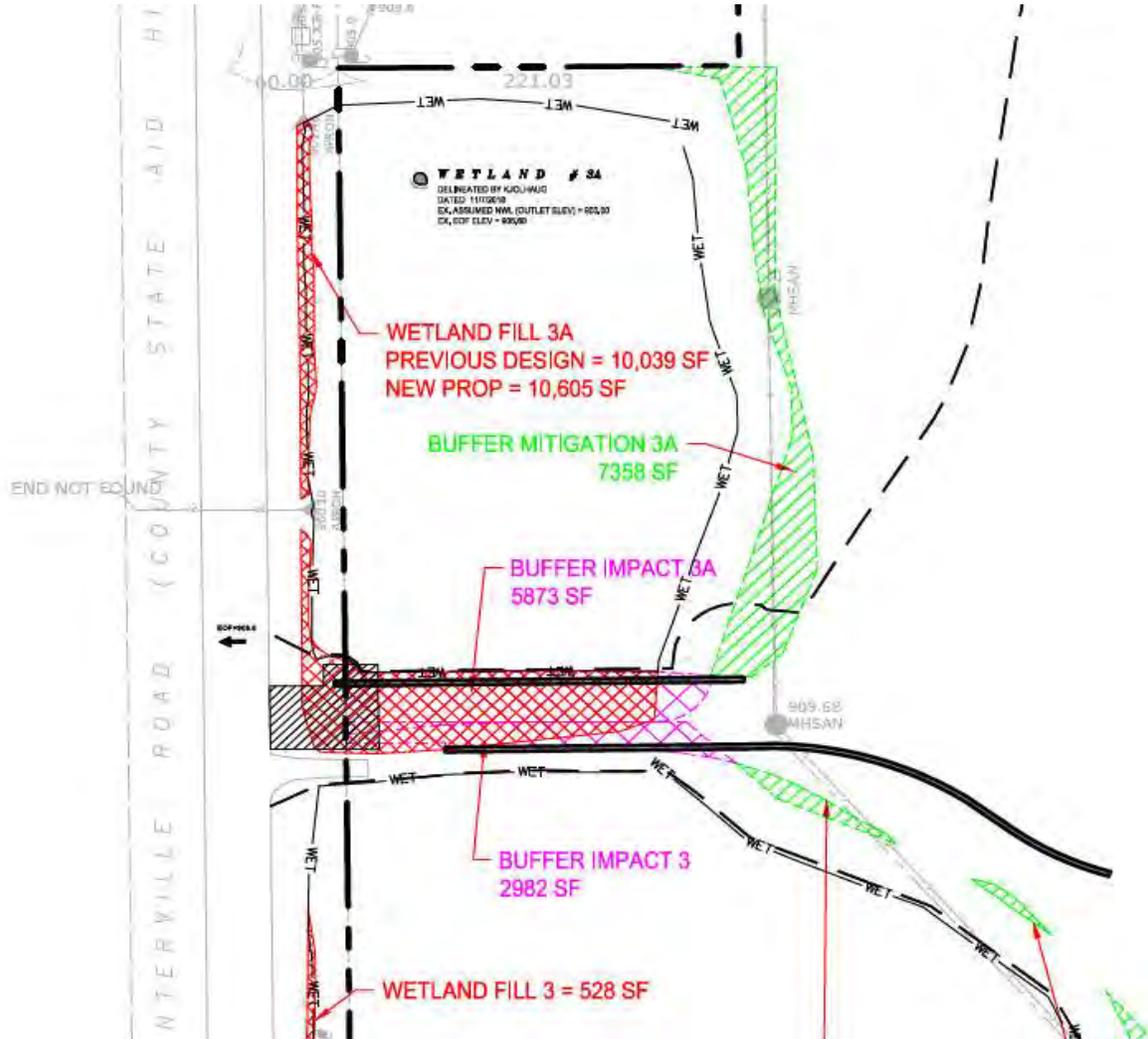
A wetland replacement permit application has been prepared for additional impact (566sqft) to a previously approved wetland replacement plan for the Polar industrial development in White Bear Township (attachment 1).

Project timeline:

- The VLAWMO issued a Notice of Decision (NOD with LGU No. 7.2022) approving 0.4467 ac of wetland impacts (0.8934 ac required replacement) on 10/31/2022.
- The USACE issued a NWP (2018-03533-SSC) approving 0.37 ac of wetland impacts along with 105 sf of impact to an unnamed tributary (0.7403 ac compensatory mitigation requirement) on 12/6/2022.
- An updated Notice of Decision (NOD) was issued on May 31, 2024 revising the project applicant name to North Oaks LLC, and identifying wetland bank #170 to be used for replacement/mitigation.
- With this application, additional impact to Wetland 3A results from County Highway review and approval of the final dimensions of the turn lanes from County Highway 59 (Centerville Road) into the project site. Updated widened radii results in additional impact to Wetland 3A.
- Additional impact to Wetland 3A will be mitigated via the debiting of 0.0260 credits from the Rapp Farm wetland bank (#170) located in the same minor watershed, County, and Bank Service Area (BSA7) as the impacted wetland.
- The approval of an additional 566 sf (0.0130 ac) of impact to Wetland 3A (Figures 1, 3, and Appendix B in application). This impact represents a less than 10% in the total amount of the previously approved impacts.

The Technical Evaluation Panel (TEP) reviewed the Polar Industrial 2025 update replacement plan application (attachment 1) for an additional 0.0130 acres (566sf) of permanent impact to Wetland 3A. See TEP FOF (attachment 2). This additional impact is less than 10% of the originally approved impacts on 10.31.22. TEP finds this request reasonable. Impact will be mitigated via debiting 0.026 acre of credit from the Rapp Farm wetland bank (#170). TEP recommends approval of the additional 0.013 acre of impact to Wetland 3A and purchase of 0.026 acre of wetland credits from Rapp Farm Bank (#170)

Impact & Project Limit Map:



- Wetland 3A impact of additional 566sqft. Original approved impact of 10,039sqft, new proposed impact of 10,605sqft.

**Recommendation**

TEP recommends approval of the additional 0.013 acre of impact to Wetland 3A and purchase of 0.026 acre of wetland credits from Rapp Farm Bank (#170)

**Requested Motion**

Director \_\_\_\_\_ Moves and Director \_\_\_\_\_ seconds approval of the WCA Replacement Plan Impact Update for Polar Industrial Development in White Bear Township for additional 0.013 acre (566sqft) of impact to Wetland 3A and purchase of 0.026 acre of wetland credits from Rapp Farm Bank (#170) replaced via banking credit at 2:1. This approval will be contingent on applicant submitting documentation/confirmation of

wetland bank purchase through an approved bank in the same major watershed and bank service area as the impact.

**Attached:**

- Attachment 1: signed Polar Industrial WCA Replacement Plan Impact Update application - [https://www.vlawmo.org/index.php/download\\_file/5126](https://www.vlawmo.org/index.php/download_file/5126)
- Attachment 2: Binder1 WCA\_TEP Form \_ Polar Industrial 2025 update WBT

## Minnesota Wetland Conservation Act Technical Evaluation Panel Form

This form can be used to document TEP findings and recommendations related to WCA decisions, determinations, enforcement and pre-application reviews.

<b>Local Government Unit:</b> Vadnais Lake Area WMO	<b>County:</b> Ramsey
<b>Landowner/Applicant:</b> Mark Houge – North Oaks Company	
<b>Agent/Representative(s):</b> Kjolhaug	
<b>Project Name:</b> Polar Industrial 2025 update	<b>Project No. (if any):</b> 3.2025
<b>Project Location:</b> southwest 1/4 of the northeast 1/4 of Section 9, Township 30 North, Range 22 West	

### Purpose of TEP Findings/Recommendation - check all that apply and describe

<input type="checkbox"/> Pre-application review <input checked="" type="checkbox"/> Application Review (related to WCA Decision)    2/18/2025 <input type="checkbox"/> Local Government Road Wetland Replacement Program Eligibility <input type="checkbox"/> WCA Determination Request <input type="checkbox"/> Other (specify): <b>Describe:</b>
---

### Meeting Type – check all that apply and specify dates as applicable

<input type="checkbox"/> In-Person Meeting(s), Date(s): <input type="checkbox"/> Onsite Review(s), Date(s):	<input checked="" type="checkbox"/> Electronic Exchanges (email, skype, etc.)    2.18.25 <input type="checkbox"/> Other (specify):
--	---

### Findings and Recommendations

TEP reviewed the Polar Industrial 2025 update replacement plan application for an additional 0.0130 acres (566sf) of additional permanent impact to Wetland 3A. This additional impact was needed after Ramsey County reviewed the Centerville Road turn lane plans and required larger dimensions. This additional impact is less than 10% of the originally approved impacts on 10.31.22. TEP finds this request reasonable. Impact will be mitigated via debiting 0.026 acre of credit from the Rapp Farm wetland bank (#170). TEP recommends approval of the additional 0.013 acre of impact to Wetland 3A and purchase of 0.026 acre of wetland credits from Rapp Farm Bank (#170)
<input type="checkbox"/> Attachment(s) (specify):

### DNR Protected Waters and Shoreland Protection Zone

Will the project/activity affect DNR public waters, DNR public waters wetlands or wetlands within the shoreland protection zone? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If yes, DNR representative is a member of the TEP.
--

### Signatures

<input checked="" type="checkbox"/> LGU TEP Member: Brian Corcoran	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature: <i>Brian Corcoran</i>	Date: 3/26/25
<input type="checkbox"/> SWCD TEP Member:	Agree with Findings & Recommendations: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:
<input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature: <i>Benjamin L Meyer</i>	Date: 3/27/2025

DNR TEP Member:

Agree with Findings & Recommendations:  Yes  No

Signature:

Date:



Brian Corcoran <brian.corcoran@vlawmo.org>

## Notice of Application Replacement Plan Update 2025 Polar Industrial - White Bear Township

2 messages

**Brian Corcoran** <brian.corcoran@vlawmo.org>

Tue, Feb 18, 2025 at 1:07 PM

To: "Meyer, Ben (BWSR)" <Ben.Meyer@state.mn.us>, "Lipstein, Alexis A" <alexis.lipstein@co.ramsey.mn.us>, "Scollan, Daniel (DNR)" <daniel.scollan@state.mn.us>, ben.carlson@state.mn.us  
Cc: Melissa Barrett <melissa@kjolhaugenv.com>

TEP,

Attached you will find the Notice of Application Replacement Plan Update 2025 Polar Industrial - White Bear Township.

The original replacement plan was approved on 10/31/2022. Bank and Applicant change was requested 5/10/2024

This application is requesting:

- additional impact to Wetland 3A of 0.0130 acres (566sf) for turn lanes after County review of plans.
- no other changes to original application

Applicant is requesting a 15 day comment period for this application per MN Rule 8420.0255 Subp. 3.

Please send me any comments by 3/5/2025

Brian

--



### 2 attachments

**Wetland\_WCA\_MN\_joint\_appl\_form North Oaks Company Polar Ind County HWY 2-17-2025 KES.pdf**  
3932K

**Wetland\_WCA\_NOA\_Polar Industrial Site 2025 Replacement Plan Update\_WBT.pdf**  
228K

**Meyer, Ben (BWSR)** <ben.meyer@state.mn.us>

Thu, Feb 20, 2025 at 2:59 PM

To: Brian Corcoran <brian.corcoran@vlawmo.org>

Brian,

The request seems reasonable, and mitigation is provided.

Regards,

**Ben Meyer | Wetland Specialist**

Minnesota Board of Water and Soil Resources (BWSR)

C: 612-201-9806

**From:** Brian Corcoran <[brian.corcoran@vlawmo.org](mailto:brian.corcoran@vlawmo.org)>

**Sent:** Tuesday, February 18, 2025 1:07 PM

**To:** Meyer, Ben (BWSR) <[ben.meyer@state.mn.us](mailto:ben.meyer@state.mn.us)>; Lipstein, Alexis A <[alexis.lipstein@co.ramsey.mn.us](mailto:alexis.lipstein@co.ramsey.mn.us)>; Scollan, Daniel (DNR) <[daniel.scollan@state.mn.us](mailto:daniel.scollan@state.mn.us)>; Carlson, Ben (BWSR) <[ben.carlson@state.mn.us](mailto:ben.carlson@state.mn.us)>

**Cc:** Melissa Barrett <[melissa@kjolhaugenv.com](mailto:melissa@kjolhaugenv.com)>

**Subject:** Notice of Application Replacement Plan Update 2025 Polar Industrial - White Bear Township

**This message may be from an external email source.**

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

TEP,

Attached you will find the Notice of Application Replacement Plan Update 2025 Polar Industrial - White Bear Township.

The original replacement plan was approved on 10/31/2022. Bank and Applicant change was requested 5/10/2024

This application is requesting:

- additional impact to Wetland 3A of 0.0130 acres (566sf) for turn lanes after County review of plans.
- no other changes to original application

Applicant is requesting a 15 day comment period for this application per MN Rule 8420.0255 Subp. 3.

Please send me any comments by 3/5/2025

Brian

--



**BRIAN CORCORAN**

Water Resources Manager

651.204.6075 | [www.vlawmo.org](http://www.vlawmo.org)

800 E County Rd E Vadnais Heights, MN 55127

**Vadnais Lake Area Water Management Organization**





800 County Road E E, Vadnais Heights, MN 55127

[www.vlawmo.org](http://www.vlawmo.org); [Office@vlawmo.org](mailto:Office@vlawmo.org)

To: VLAWMO Board of Directors

From: Brian Corcoran and Phil Belfiori

Date: April 16, 2025

Re: Consent Agenda item V. D. Consider WCA Replacement Plan Wilkinson Waters in City of Lino Lakes

A wetland replacement permit application has been prepared for impact of 0.13 acres to a farmed wetland on the Wilkinson Waters development site in City of Lino Lakes (attachment 1).

Project timeline:

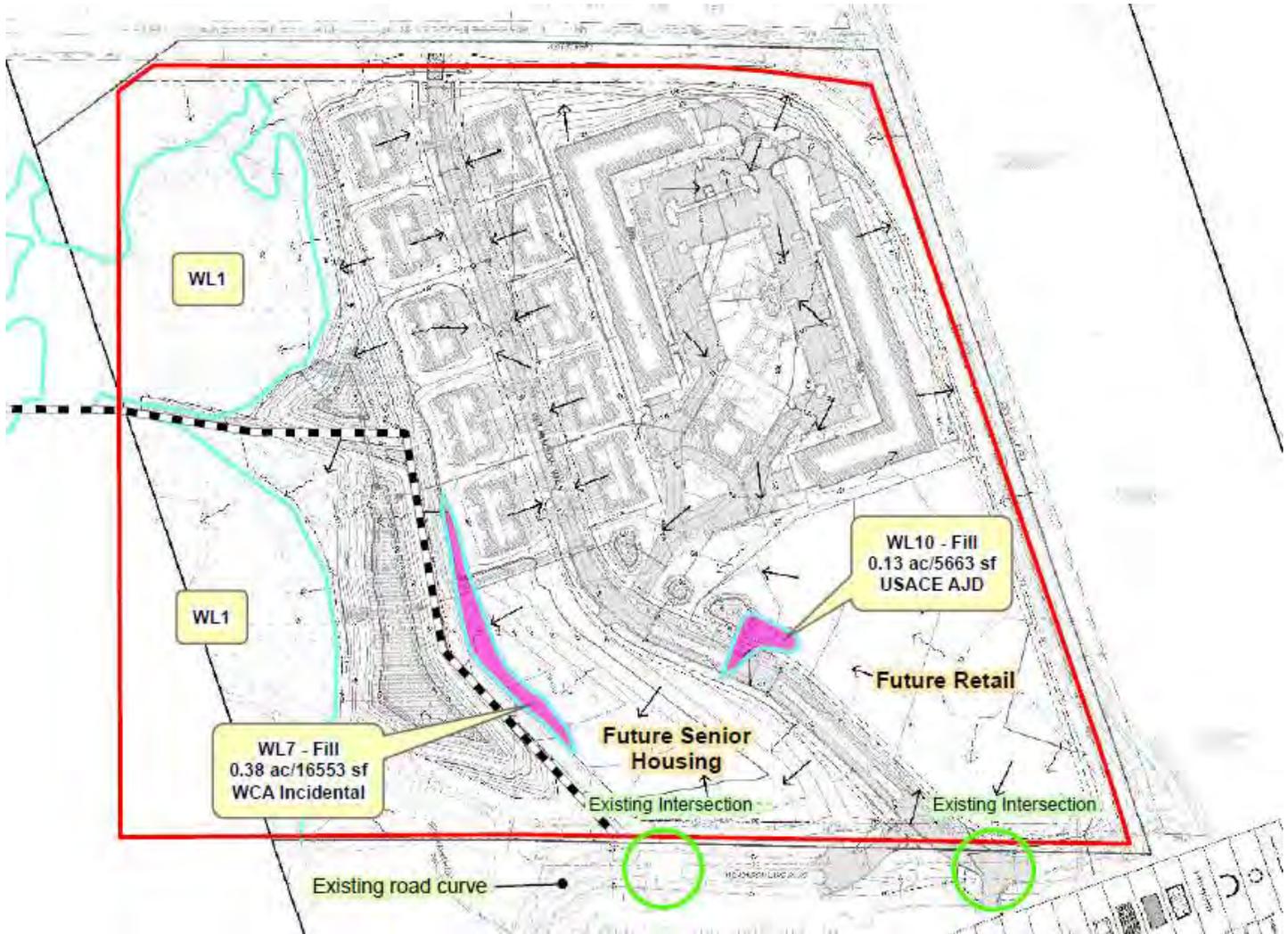
The North Oaks Company LLC is proposing construction of a mixed-use development located in the City of Lino Lakes. The project will include the construction of senior housing, market-rate apartments, affordable multifamily housing, commercial space, stormwater treatment features, a city roadway, and the installation of utilities. It is anticipated that site grading will begin in the spring of 2025.

The project area consists of agricultural land, meadow, wooded areas, and wetlands. A Saint Paul Regional Water Services (SPRWS) utility line also runs through the site. The project area is constrained by single-family residential developments to the north and south, and existing public roads to the north (Ash Street/CH 32) and east (Centerville Road/CR 21). The proposed project will result in a of 0.13 acres of permanent impact to one delineated WCA regulated wetland within the project area.

VLAWMO issued a Notice of Decision (NOD) (LGU No. 14.2021) approving the wetland boundaries on March 17, 2022. The decision is valid for 5 years. The WCA NOD also confirmed that Wetland 7 is an incidental wetland and therefore not regulated-under WCA.

The Technical Evaluation Panel (TEP) had a virtual meeting to discuss the Wilkinson Waters replacement plan application (attachment 1) received 3.2.2025 for permanent impact of Wetland 10 (0.13acre). This is a farmed/seasonally flooded wetland which qualifies for sequencing flexibility per MN WCA Rule 8420.0520 SEQUENCING. Subp. 7a. TEP recommends approval of Wetland 10 impact (0.13 acre) and purchase of 0.26 acre from Rapp Farm Bank (#170). See TEP FOF (attachment 2)

Impact & Project Limit Map:



- Wetland 10 is a WCA regulated wetland. Wetland 7 was determined to be an incidental wetland, therefore is not regulated by WCA.

**Recommendation**

TEP recommends approval of Wetland 10 impact (0.13 acre) and purchase of 0.26acre from Rapp Farm Bank (#170).

**Requested Motion**

Director \_\_\_\_\_ Moves and Director \_\_\_\_\_ seconds approval of the Wilkinson Waters WCA Replacement Plan in City of Lino Lakes for 0.013 acre of impact to Wetland 10 and purchase of 0.026 acre of wetland credits from Rapp Farm Bank (#170) replaced via banking credit at 2:1. This approval will be contingent on applicant submitting documentation/confirmation of wetland bank purchase through an approved bank in the same major watershed and bank service area as the impact.

**Attached:**

- Attachment 1: signed Wilkinson Waters WCA Replacement Plan application - [https://www.vlawmo.org/index.php/download\\_file/5127/](https://www.vlawmo.org/index.php/download_file/5127/)
- Attachment 2: WCA\_TEP Form \_ Wilkinson Waters\_Lino Lakes



**BOARD OF WATER  
AND SOIL RESOURCES**

## Minnesota Wetland Conservation Act Technical Evaluation Panel Form

This form can be used to document TEP findings and recommendations related to WCA decisions, determinations, enforcement and pre-application reviews.

<b>Local Government Unit:</b> Vadnais Lake Area WMO	<b>County:</b> Anoka
<b>Landowner/Applicant:</b> Lauren Grouws – North Oaks Company	
<b>Agent/Representative(s):</b> Kjolhaug	
<b>Project Name:</b> Wilkinson Waters	<b>Project No. (if any):</b> 5.2025
<b>Project Location:</b> Southwest parcel at Cty Rd J & Centerville Rd	

**Purpose of TEP Findings/Recommendation** - check all that apply and describe

<input type="checkbox"/> Pre-application review	<input checked="" type="checkbox"/> Application Review (related to WCA Decision)	3/24/25 virtual
<input type="checkbox"/> Local Government Road Wetland Replacement Program Eligibility	<input type="checkbox"/> WCA Determination Request	
<input checked="" type="checkbox"/> Other (specify): see below		
<b>Describe:</b> Review application with TEP		

**Meeting Type** – check all that apply and specify dates as applicable

<input type="checkbox"/> In-Person Meeting(s), Date(s):	<input checked="" type="checkbox"/> Electronic Exchanges (email, skype, etc.)	3.24.25
<input type="checkbox"/> Onsite Review(s), Date(s):	<input type="checkbox"/> Other (specify):	

### Findings and Recommendations

3.24.25 TEP had a virtual meeting to discuss replacement plan application received 3.2.2025 for permanent impact of Wetland 10 (0.13acre). This is a farmed/seasonally flooded wetland which would qualify for sequencing flexibility MN WCA Rule 8420.0520 SEQUENCING. Subp. 7a. Also, if the wetland were avoided, future development would result in significant changes to the wetland's watershed thereby indirectly impacting wetland hydrology. 2:1 replacement is proposed from Rapp Farm Wetland Bank for 0.26acres. This bank is within the same Major Watershed (#20) and Service Area (#7) as proposed impact. Rapp Farm Bank credit availability has been confirmed. TEP recommends approval of Wetland 10 impact (0.13 acre) and purchase of 0.26acre from Rapp Farm Bank (#170). Wetland 7 impact is not regulated by WCA as the wetland has been determined to be incidental.

Attachment(s) (specify):

### DNR Protected Waters and Shoreland Protection Zone

Will the project/activity affect DNR public waters, DNR public waters wetlands or wetlands within the shoreland protection zone?  Yes  No If yes, DNR representative is a member of the TEP.

### Signatures

<input checked="" type="checkbox"/> LGU TEP Member: Brian Corcoran	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature: <i>Brian Corcoran</i>	Date: 3/26/2025
<input checked="" type="checkbox"/> SWCD TEP Member: Becky Wozney	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature: <i>Becky Wozney</i>	Date: 3/27/2025

<input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature: <i>Benjamin L. Meyer</i>	Date: 3/27/2025
<input type="checkbox"/> DNR TEP Member:	Agree with Findings & Recommendations: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:

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To: VLAWMO Board of Directors

From: Dawn Tanner

Date: April 16, 2025

Re: **V. E.:** Spring projects update: Invasive common carp removal program, Birch Lake AIS removal preparation

---

### **Invasive common carp removal program**

Preparation is underway for the spring removal effort: the barrier and antenna are functioning at Chickadee Lane (Deep Lake), antenna monitoring is underway at the culvert entrance (Pleasant Lake) so that trap netting can be conducted at the appropriate time, and an antenna is installed and monitoring at Charley Lake.

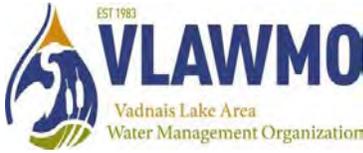
#### **Antenna installation at Charley Lake:**



#### **Birch Lake AIS removal**

A pre-survey for Curly-leaf pondweed is scheduled for April 16 at the time of packet preparation. The completed survey will be used to complete the application for an AIS removal permit with the MN DNR. BLID is funding the hand-pulling effort for Curly-leaf pondweed and Eurasian watermilfoil, as has been done in previous years.

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To: VLAWMO Board of Directors

From: Phil Belfiori

Date: August 18, 2022

**RE: Consent agenda item – V. F. Possible Submission on MW resolution**

As in past years, attached are the materials related to the 2025 Minnesota Watersheds (MW) request for policy resolutions from its membership. If the VLAWMO Board has any policy resolutions it wishes to submit to MW, then staff would recommend discussion/consideration at the April 23, 2025 VLAWMO Board meeting.

At this time staff does not have any recommended VLAWMO sponsored MAWD policy resolutions for 2025.

**Attached:**

MW request for resolution packet materials and resolution submittal form. -

[https://www.vlawmo.org/index.php/download\\_file/5128/](https://www.vlawmo.org/index.php/download_file/5128/)

**Intentional blank page**

To: VLAWMO Board of Directors  
From: Dawn Tanner  
Date: April 16, 2025  
Re: **V. G.:** Tamarack alum phase 2 and payment authorization

### Tamarack alum phase 2

The Tamarack alum phase 2 work began on April 8 and was completed on April 10, 2025. Lake Restorations, Inc. conducted work smoothly and completed the planned work a day ahead of schedule. Barr Engineering conducted pH monitoring and detected that levels remained well within the specified parameters required by the MPCA. Monitoring is underway to inform phase 3. An invoice was submitted to VLAWMO on April 14, 2025, while the packet preparation was underway. Barr Engineering is reviewing the invoice and supporting documentation. A memo recommendation for payment from Barr Engineering is attached along with the invoice from phase 2 from LRI.

LRI crew heading to the dock to reload	LRI crew at the dock
	
Barr Engineering staff paddling out to conduct monitoring on the lake from a kayak during the application	



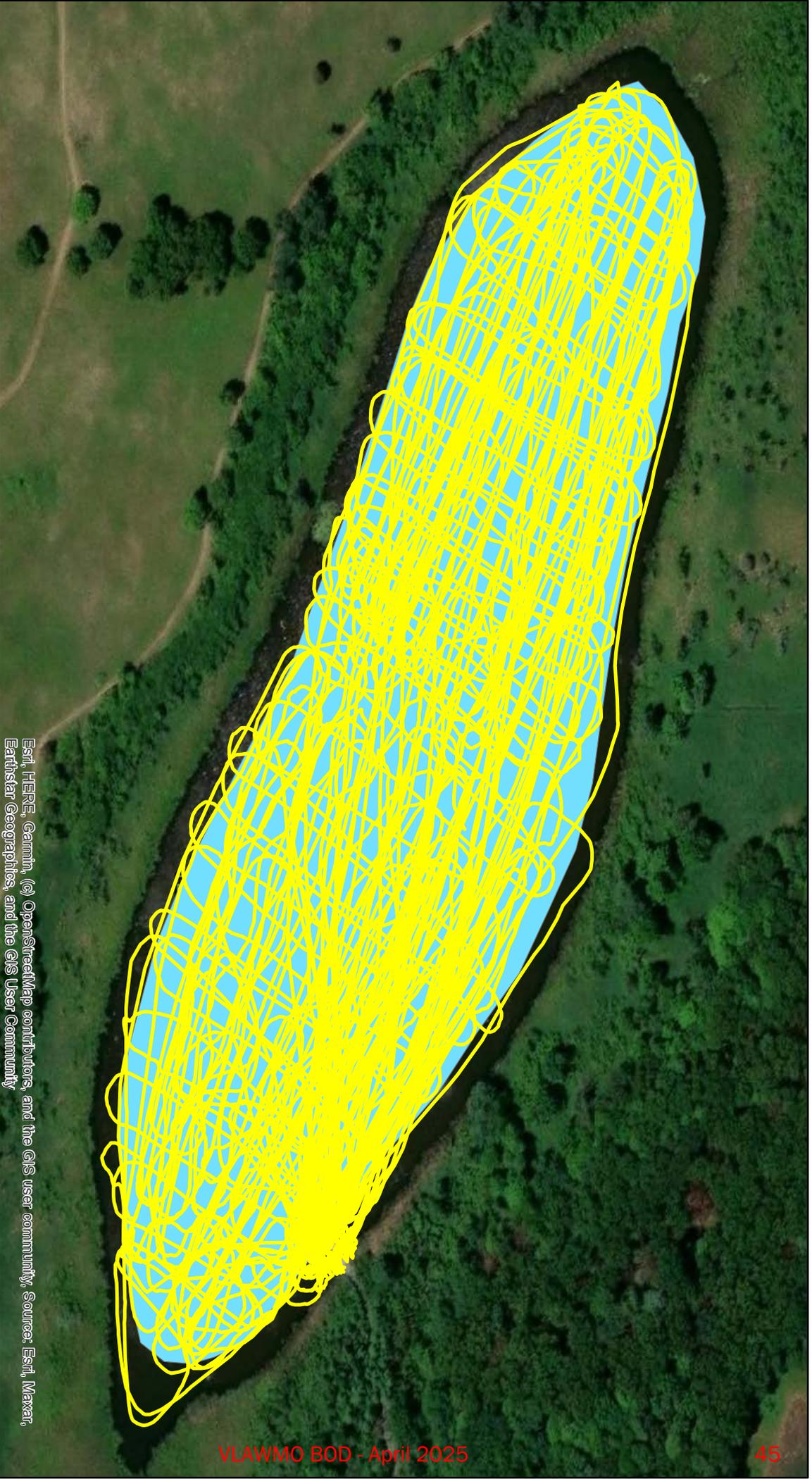
**Requested action:**

VLAWMO staff request authorization of the Board to approve and sign the payment request received by VLAWMO from LRI and approved by Barr Engineering in the amount of \$26,178.54. (Note that this is consistent with the fully executed First Amendment to the Contractor Services Agreement for phase 2, which provided a total amount of \$26,180.) Staff also request that the Board authorize the TEC to approve payment of the submitted invoice, consistent with the Barr memo, at the May 14, 2025, meeting.

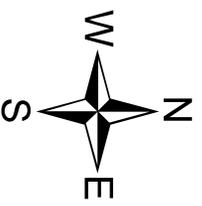
**Attachments:**

1. Application route covered during phase 2 application by LRI team
2. Barr recommendation memo for payment and the Invoice from LRI for phase 2

# Tamarack Phase 2 - Aluminum Sulfate 2025



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



## Legend

-  Treatment Tracks
-  Treatment Zone (10.2 acres)



## Memorandum

To: Vadnais Lake Area Water Management Organization (VLAWMO)  
From: Greg Wilson, Barr Engineering Co.  
Subject: Recommended Payment for Phase 2 of Tamarack Lake Alum Application  
Date: April 16, 2025

At its August 2024 meeting, VLAWMO entered into an agreement with Lake Restoration to apply alum to Tamarack Lake to control sediment phosphorus release. The contract called for four phases of alum application to the whole lake surface. The first phase of alum treatment was successfully applied during October 2024. For the second phase of alum application, VLAWMO and Lake Restoration agreed to modify the unit price to \$0.73 per pound of alum applied to the lake, combined with a cost of \$11,580 for mobilization and demobilization of equipment to/from the lake for each phase of the work.

Lake Restoration commenced mobilization and work on the second phase of the alum treatment project on April 8, 2025, and completed the application of 19,998 pounds of alum and demobilization on April 10, 2025.

The attachment provides a copy of Lake Restoration's invoice for the second phase of alum applied to Tamarack Lake. Barr recommends that VLAWMO pay Lake Restoration the total invoiced amount of \$26,178.54 for mobilization/demobilization and application of the 19,998 pounds of alum applied to Tamarack Lake.



Lake Restoration  
 12425 Ironwood Circle  
 Rogers, MN, 55374  
 Phone: (763) 428-9777  
 Web: <https://www.lakerestoration.com/>

# Invoice

**Reference No.:** INV062448  
**Invoice Date:** 14-Apr-2025  
**Due Date:** 14-May-2025  
**Customer ID:** VLAWMO  
**Currency:** USD

<b>BILL TO:</b>	<b>SHIP TO:</b>
Vadnais Lake Area Water Management Organization 800 East Co. Rd. E Vadnais Heights MN 55127 United States of America	Vadnais Lake Area Water Management Organization 800 East Co. Rd. E Vadnais Heights MN 55127 United States of America

CUSTOMER REF. NUMBER	TERMS	PAYMENT METHOD	CONTACT / SALES REP		
	Net 30 Days	Check Payment			
SO TYPE	SO NUMBER	SHIPMENT NUMBER	CUSTOMER P.O. NO.		
SO	SO017883	SH060611			
NO.	ITEM	QTY.	UOM	UNIT PRICE	EXTENDED PRICE
1	OTHER: Mobilization / Demobilization to Tamarack Lake (Phase 2)	1.00	EA	11,580.00	11,580.00
2	OTHER: Aluminum Sulfate Application to Tamarack Lake (Phase 2)	19,998.00	EA	0.73	14,598.54

<b>Sales Total:</b>	26,178.54
<b>Freight Total:</b>	0.00
<b>Tax Total:</b>	0.00
<b>Total (USD):</b>	<b>26,178.54</b>
<b>Open Balance</b>	<b>26,178.54</b>

**Tamarack Alum Project  
Phase 2**

Owner approval for payment signature page

OWNER'S APPROVAL

Owner: Vadnais Lake Area Water Management Organization

By: \_\_\_\_\_

Date: \_\_\_\_\_

To: VLAWMO Board

From: Brian Corcoran & Phil Belfiori

Date: April 16, 2025

Re: **V. H.** Consent - Consider ISG feasibility study completion and authorize payment to NOC

### Introduction and Background

At the December 11, 2024 meeting, the VLAWMO Board approved an MOU that authorized partnership with the City of Lino Lakes and NOC to hire the engineering firm ISG Inc. (ISG) to investigate feasibility of possible “over and above” BMP’s to be located within the proposed NOC development site.

The main purpose of the Study was to assess and evaluate the feasibility of three key components related to the potential “over and above” regulatory standards water quality treatment practices on the site:

1. **Regional Best Management Practice (BMP) for Stormwater:** Assess possible BMP design to provide treatment to reduce nutrients and sediment loading to Wilkinson Lake.
2. **Water Reuse:** Evaluate the feasibility of reusing water for irrigation on the proposed development site in lieu of potable groundwater. Identify consistent volumes for decreased strain on infrastructure.
3. **Smart Irrigation Controllers Technology:** The implementation of electronic equipment in ground to monitor the soil to utilize less water for irrigation of vegetation. The study would assess what could be accomplished from a reuse water source. Vegetation types are also part of the solution that can be accommodated as part of the design.

VLAWMO received the final Regional Stormwater BMP Assessment on April 14, 2025 (**see Attachment 2**). This Assessment identifies four regional stormwater BMP concepts and their feasibility:

1. Concept 1- Constructed Wetland
2. Concept 2 - Constructed Wetland Expanded
3. Concept 3 - Filter system
4. Concept 4 - Constructed Wetland 2

ISG determined concept 1-3 were not feasible due to factors ranging from elevation constraints to the St. Paul Regional watermain blocking drainage pathway. ISG initially determined Concept 4 to be potentially feasible, however, at time of drafting of this memo the MN DNR provided additional technical comments that identified significant permitting challenges with Concept 4. These DNR identified permitting challenges likely would make obtaining a permit for concept 4 difficult and /or unlikely. The Study does identify that these concepts are subject to change as further coordination would occur with each of the

permitting agencies which could also identify other permitting challenges for the four proposed concept designs if any of the concepts were further pursued.

### **Staff Recommendation**

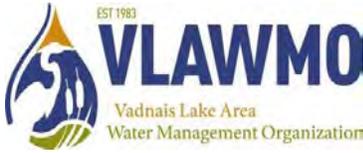
It is recommended that the Board approve acknowledgment of completion of the Feasibility Study titled “VLAWMO Pollutant Removal Feasibility Study” dated April 14, 2025 and authorize payment pursuant to the December 2024 MOU.

### **Requested Board Consideration**

- Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds to approve acknowledgment of completion of the Feasibility Study titled “VLAWMO Pollutant Removal Feasibility Study” dated April 14, 2025 and authorize payment pursuant to the December 2024 MOU.

### **Attachments:**

1. Regional Stormwater BMP Assessment –  
[https://www.vlawmo.org/index.php/download\\_file/5133/](https://www.vlawmo.org/index.php/download_file/5133/)



To: VLAMWO Board of Directors

From: Phil Belfiori

Date: April 15, 2025

**RE: VI. A. 1. 2024 Financial Report and Audit**

Representatives from Clifton, Larson, Allen LLP, Chris Knopik and Frost Bowen-Bailey will be present at the meeting with a presentation of the audit materials. The presentation from CLA is included in the Board Packet. To reduce the number of pages of the overall Board packet, the financial statement (along with the Governance letter and internal control letter) can be found at the following links:

Full Financial Statement Draft -

[https://www.vlawmo.org/index.php/download\\_file/5129/](https://www.vlawmo.org/index.php/download_file/5129/)

Internal Control Letter Draft -

[https://www.vlawmo.org/index.php/download\\_file/5130/](https://www.vlawmo.org/index.php/download_file/5130/)

Governance Letter Draft - [https://www.vlawmo.org/index.php/download\\_file/5131/](https://www.vlawmo.org/index.php/download_file/5131/)

For fiscal year 2024, VLAWMO, in coordination with our auditors, CliftonLarsonAllen, LLP has transitioned from using the modified accrual basis of accounting, to using a cash basis of accounting. This reporting method is in accordance with the financial reporting provisions of the accounting practices permitted by the Minnesota Office of the State Auditor under Minnesota Statute §6.756. The transition to a cash basis reporting system has reduced the number of required procedures relating to the auditing and preparation of financial reports, which has saved time for VLAMWO staff, as well as reduced the associated audit fees. However, we wanted to explain that cash basis accounting doesn't follow U.S Generally Accepted Accounting Principles, so the auditors are required to give an adverse opinion in the Independent Auditors' Report since U.S GAAP is not followed under this basis. However, please note this language is standard to a governmental entity reporting under a cash basis and overall VLAWMO has received an unmodified opinion (clean opinion) on the Regulatory Basis of Accounting (cash basis) that is now being followed instead.

Please feel free to ask questions. These documents will need to be sent to the Board of Water & Soil Resources and the State Auditor's office. VLAWMO also send the financial report to each of our JPA member communities. **Recommendation:** Staff recommends the Board accept the 2024 Financial Report and audit documents and direct them to be distributed to the appropriate state and local agencies.

Proposed Motion

Director \_\_\_\_\_ moves to approve the 2024 Financial Report and audit documents and direct them to be distributed to the appropriate state and local agencies.

**Attached:** CLA Powerpoint presentation



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CPAs | CONSULTANTS | WEALTH ADVISORS

# Vadnais Lake Area Water Management Organization

## 2024 Audit Presentation

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## Agenda

Audit Deliverables and Results

Financial Results

Required Communications

Engagement Finalization

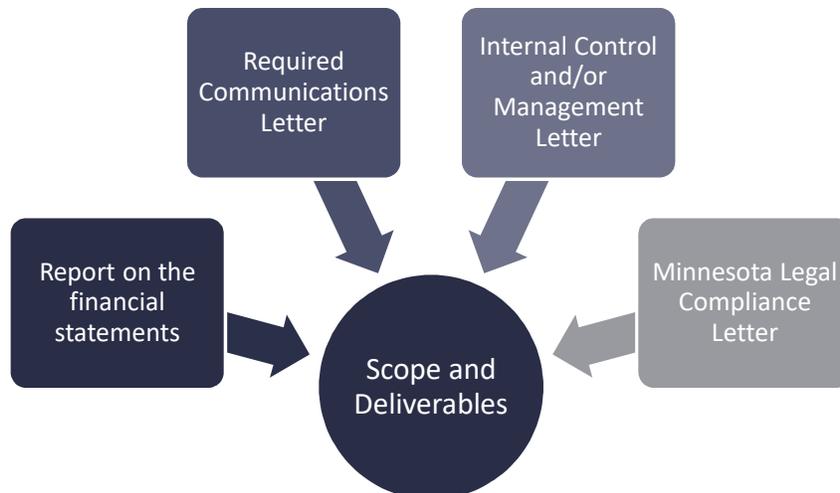


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## Audit Scope and Deliverables



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## Audit Results

### Unmodified Opinion on Regulatory Basis

- On the basic financial statement
- Transition to use of cash basis accounting, as allowable by the Minnesota Office of the State Auditor

### Adverse Opinion on U.S. GAAP

- Transition to cash basis financial statement



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## Audit Results (Continued)

### Compliance and Internal Control Over Financial Reporting

- One material weakness related to internal control (same as previous years):
  - Auditor drafts financial statements and notes

### Minnesota Legal Compliance

- No findings

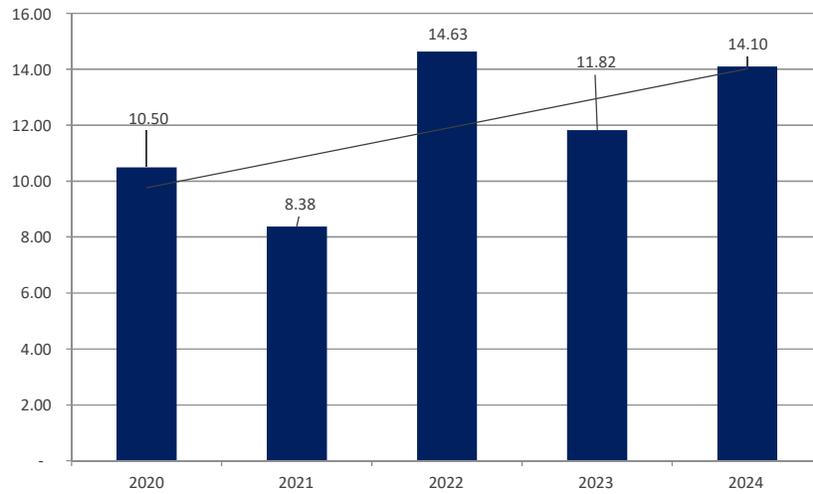


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### Financial Results – Months of Reserves

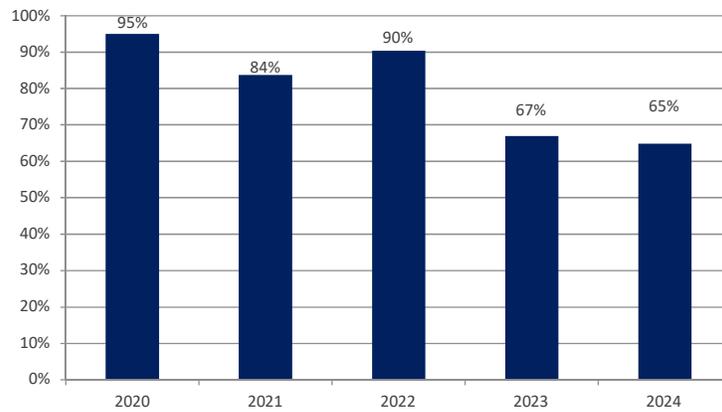


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### Financial Results – Fund Balance Policy



Unrestricted Fund Balance /  
Next Year's Budgeted Expenditures

Unrestricted Fund Balance /  
Next Year's Budgeted Expenditures



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## Financial Results – Other

**Total 2024 Disbursements increased only \$11,661 over 2023 Expenditures**

- Increased general and administrative costs

**Total 2024 Receipts increased \$74,329 over 2023 Revenues**

- Increased charges for services (special assessments), interest income, and miscellaneous revenue related to Projects



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## Governance Communication Letter

Overall	Estimates	Difficulties	Other
<ul style="list-style-type: none"> <li>• Purpose is to provide an update on the audit since the planning meeting</li> <li>• No changes in scope since planning meeting</li> </ul>	<ul style="list-style-type: none"> <li>• No estimates with a higher degree of uncertainty</li> </ul>	<ul style="list-style-type: none"> <li>• No difficulties encountered</li> <li>• No disagreements encountered</li> <li>• No other findings to report</li> </ul>	<ul style="list-style-type: none"> <li>• CLA assisted in recording adjusting entries to remove all receivables and liabilities in transition to cash basis reporting.</li> </ul>



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## Report on Internal Control

Overall	Assurance	Findings
<ul style="list-style-type: none"><li>• Purpose is to provide explanation of audit procedures with relation to <i>Government Auditing Standards</i></li></ul>	<ul style="list-style-type: none"><li>• Assessment of internal controls is limited, therefore potential weaknesses may exist that are not identified.</li></ul>	<ul style="list-style-type: none"><li>• One finding related to CLA's preparation of the financial statements.</li></ul>



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## Engagement Finalization



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**Chris Knopik, CPA, CFE**

*Principal*

*Christopher.Knopik@claconnect.com*

*612-397-3266*

**Frost Bowen-Bailey, CPA**

*Senior*

*Frost.Bowen-Bailey@claconnect.com*

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To: VLAWMO Board of Directors

From: Phil Belfiori and Troy Gilchrest

Date: April 16, 2025

Re: **VI. A. 2. : Consideration of Draft VLAWMO JPA and authorize to send to City/Township staff for review and comment**

---

VLAWMO was established by a JPA that was adopted by the member communities. The current JPA was adopted in 2016 and expires in 2026 (December 31, 2026). Based on that expiration date and the important need to align the JPA update work with the ongoing concurrent work to update the VLAWMO Watershed Plan, VLAWMO staff and Troy Gilchrest (VLAWMO Attorney) have started the process to update the VLAWMO JPA.

The enclosed draft of the JPA reflects language that is updated to better align the text with how VLAWMO actually operates, and has operated for many years, particularly after the creation of the storm sewer utility. An effort was also made to streamline the language as much as possible.

At the April 23, 2025 Board meeting, staff along with Troy will provide a short presentation to summarize proposed updates that were made to the draft version of the attached updated VLAWMO JPA.

**Attachments:**

1. PowerPoint
2. Memo from Troy Gilchrest
3. Existing 2017-2026 JPA with amendments -  
[https://www.vlawmo.org/index.php/download\\_file/5132/](https://www.vlawmo.org/index.php/download_file/5132/)
4. Draft of updated /new VLAWMO JPA
5. Updated VLAWMO boundary map as exhibit to JPA

**Staff and VLAWMO Attorney recommendation**

Approve the draft of the JPA for VLAWMO, with non-material changes, and authorizes VLAWMO staff to send draft JPA to member community staff for review and comment

**Proposed Motion:**

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds to approve the draft of the JPA for VLAWMO, with non-material changes, and authorizes VLAWMO staff to send draft JPA to member community staff for review and comment

## **VI. A. 2.** **Joint Powers Agreement (JPA):**

Consideration of draft of the VLAWMO JPA and authorizes VLAWMO staff to send draft JPA to member community staff for review and comment

**Phil Belfiori**  
**Troy Gilchrist**  
**April 23, 2025**  
**VLAWMO Board Meeting**



## **Background on the VLAWMO JPA**

- VLAWMO was established by a JPA adopted by the member communities pursuant to the Metropolitan Surface Water Management Act (Minn. Stat. §§ 103B.201-103B.253).
- Foundational document that establishes VLAWMO's existence and defines authorities
  - General Purpose: to continue VLAWMO and its work on behalf of the Members to cooperatively adopt, administer, and update as needed the WMP, and to carry out the purposes identified in Minn. Stat. § 103B.201 and the other provisions of the Act. The plan and programs operate within boundaries of VLAWMO as identified in the official map filed with BWSR.
- All member communities need to sign and authorize prior to expiration date of current JPA

## Background: Current JPA (2017-2026)

- Signed by member communities during summer 2016 in conjunction with the WMP update process
- There were two Amendments completed since 2016:
  - 2019 to update conditions for eligibility for League of MN Cities insurance
  - 2019 to allow VLAWMO to take on debt for Lambert loan sheet pile replacement
- The current JPA is set to expire on December 31, 2026 and once again the agreement needs to be updated and readopted.

## Process to update and provide new JPA

- VLAWMO staff working with legal counsel to merge prior JPA, amendments, current VLAWMO procedures, and update with relevant State statutes
  - Troy G. -VLAWMO Attorney is in attendance to answer any questions
- An effort was also made to streamline the language as much as possible.
- The goal of this update is to better align the text with how VLAWMO actually operates, and has operated for many years, particularly after the creation of the storm sewer utility.
- The enclosed draft of the JPA reflects a more comprehensive update of the language than has occurred in the past.

**The following highlights the more substantive changes in the draft JPA:**

- 1) Added recitals to provide context for the agreement (recitals – p. 1).
- 2) The definitions were expanded to include the storm sewer utility, capital improvement, and other terms (Sec. 2, p. 3-4).
- 3) The specific years each group of Board members are to serve was removed (Sec. III, p. 4).
- 4) It was made clear the secretary-treasurer can delegate duties of the position as currently occurs (Sec. 3.11(c), p. 5).
- 5) The voting requirements were revised to require a majority vote instead of a 2/3 vote to approve capital improvement projects (Sec. 3.14, p. 6).

**The following highlights the more substantive changes in the draft JPA:**

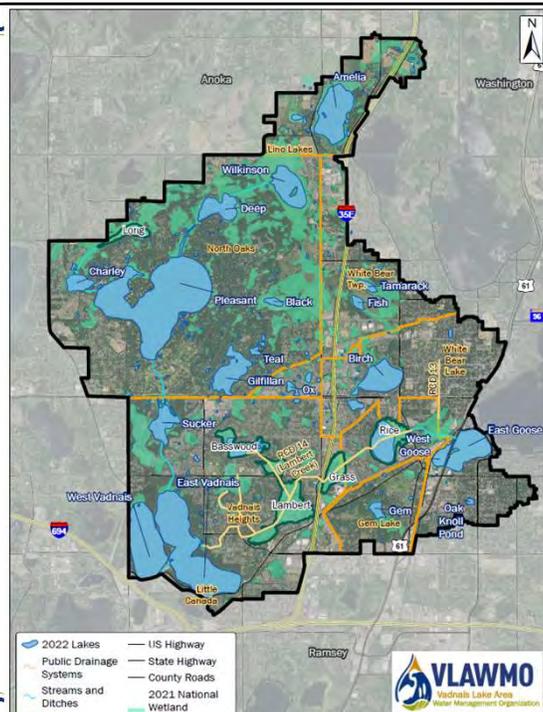
- 6) The storm water utility and the authorizing special legislation is called out and is recognized as the primary funding source for the organization (Sec. 4.6, p. 7).
- 7) The process for capital improvements was more specifically spelled out (Sec. 4.7, p. 7).
- 8) Expanded the language on the Technical Commission to further detail its role and authority (Sec. V, p. 10-11).
- 9) The budgeting and funding processes were updated to reflect the current process and to make clear Member assessments are no longer used to fund VLAWMO's operations. Member assessments, which is the primary source of funding the operations of most WMOs, is still in the agreement as a possibility if it ever needs to be relied on to help fund VLAWMO's operation (Sec. 6.2 & 6.3, p. 12-13).
- 10) Revised the capital improvement language to reflect how projects are currently funded (Sec. 6.4, p. 13).

## The following highlights the more substantive changes in the draft JPA:

- 11) The agreement proposes a 20 year term rather than the previous 10 year term to reduce the time and costs associated with having to readopt the JPA (Sec. 7.1, p. 14). The JPA can be amended at any time in the future if needed (Sec. 8.4, p. 15).
- 12) The appeal and arbitration process was replaced with a dispute resolution process that focuses on mediation as the primary method to seek resolution (Sec. 8.2, p. 15).
- 13) Various miscellaneous provisions were added to address basic statutory requirements (such as data practices and audit compliance) and other general agreement provisions (governing law, etc.) (Sec. VIII, p. 15-16).
- 14) The two amendments adopted in 2019 are incorporated into the agreement (insurance and liability, Sec. 4.15, p. 8-9 & revenue bond authority, Sec. 6.9, p. 14)

## Map of VLAWMO (attachment 1) of JPA

- Updated per the recently BWSR approved RCWD coordinated Boundary updates- (VLAWMO Board approved concurrences at Aug. 2024 Board meeting):



## Next steps

(if draft is approved tonight)

- 1. Draft of JPA considered at April 23, 2025 VLAWMO Board meeting (tonight) for release this draft to member community staff for review and comment. Request comments back from city /township staff by end of May.
- Pending feedback from city/township staff, revise JPA and bring revised JPA for consideration at the June 25, 2025 VLAWMO Board meeting for release to member communities for council /board action and signature of the document. (in conjunction with the current WMP update process)
- If requested by Council /Board and/or city staff, VLAWMO anticipates attending and presenting JPA at Council/Township meetings

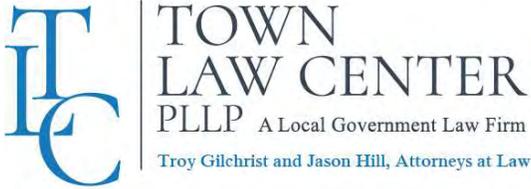
## Staff Recommendation

Approve the draft of the JPA for VLAWMO, with non material changes, and authorizes VLAWMO staff to send draft JPA to member community staff for review and comment

## Requested Board Action

### Proposed Motion

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds to approve the draft of the JPA for VLAWMO, with non materials changes, and authorizes VLAWMO staff to send draft JPA to member community staff for review and comment



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*Troy Gilchrist, Attorney*  
*(612) 234-7539*  
[troy@townlawcenter.com](mailto:troy@townlawcenter.com)

---

## MEMORANDUM

To: VLAWMO Board of Directors

From: Troy Gilchrist, VLAWMO Attorney

Date: April 14, 2025

Re: Overview of Changes in the Updated Joint Powers Agreement

VLAWMO was originally established by a joint powers agreement (“JPA”) adopted by the member communities (“Members”) pursuant to Minn. Stat. § 103B.211 of the Metropolitan Surface Water Management Act (Minn. Stat. §§ 103B.201-103B.253). The Members last updated and readopted the JPA in 2016. I assisted with that update and my recollection was that the Board pursued relatively few updates at the time.

The current JPA is set to expire on December 31, 2026, and once again the agreement needs to be updated and readopted. The enclosed draft of the JPA reflects a more comprehensive update of the language to more closely align the text with how VLAWMO actually operates. Importantly, this draft more specifically addresses budgeting, funding, and projects in light of the storm sewer utility authority. An effort was also made to streamline the language as much as possible.

The following highlights the more substantive changes in the draft JPA:

1. Added recitals to provide context for the agreement (recitals – p. 1).
2. The definitions were expanded to include the storm sewer utility, capital improvement, and other terms (Sec. 2, p. 3-4).
3. The specific years each group of Board members are to serve was removed (Sec. III, p. 4).
4. It was made clear the secretary-treasurer can delegate duties of the position as currently occurs (Sec. 3.11(c), p. 5).
5. The voting requirements were revised to require a majority vote instead of a 2/3 vote to approve capital improvement projects (Sec. 3.14, p. 6).
6. The storm water utility and the authorizing special legislation is called out and is recognized as the primary funding source for the organization (Sec. 4.6, p. 7).
7. The process for capital improvements was more specifically spelled out (Sec. 4.7, p. 7).

8. Expanded the language on the Technical Commission to further detail its role and authority (Sec. V, p. 10-11).
9. The budgeting and funding processes were updated to reflect the current process and to make clear Member assessments are no longer used to fund VLAWMO's operations. Member assessments, which is the primary source of funding the operations of most WMOs, is still in the agreement as a possibility if it ever needs to be relied on to help fund VLAWMO's operation (Sec. 6.2 & 6.3, p. 12-13).
10. Revised the capital improvement language to reflect how projects are currently funded (Sec. 6.4, p. 13).
11. The agreement proposes a 20 year term rather than the previous 10 year term to reduce the time and costs associated with having to readopt the JPA (Sec. 7.1, p. 14). The JPA can be amended at any time in the future if needed (Sec. 8.4, p. 15).
12. The appeal and arbitration process was replaced with a dispute resolution process that focuses on mediation as the primary method to seek resolution (Sec. 8.2, p. 15).
13. Various miscellaneous provisions were added to address basic statutory requirements (such as data practices and audit compliance) and other general agreement provisions (governing law, etc.) (Sec. VIII, p. 15-16).
14. The two amendments adopted in 2019 are incorporated into the agreement (insurance and liability, Sec. 4.15, p. 8-9 & revenue bond authority, Sec. 6.9, p. 14)

I plan on attending the meeting at which the Board will discuss the proposed updated JPA and I will be happy to answer any questions the Board may have at that time.

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION  
JOINT POWERS AGREEMENT**

THIS JOINT POWERS AGREEMENT (“**Agreement**”) is made and entered into by and between the participating units of local government of the Cities of Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, and White Bear Lake and the Township of White Bear (individually a “**Member**” and collectively the “**Members**”).

**RECITALS**

- A. The Vadnais Lake Area Water Management Organization (“**VLAWMO**”) was organized in 1983 and is located in the northeast metro area within Ramsey and Anoka counties.
- B. VLAWMO is responsible for an approximately 24.2 square mile watershed that encompasses the City of North Oaks, along with portions of the Cities of White Bear Lake, Gem Lake, Vadnais Heights, Lino Lakes, and White Bear Township and includes 17 lakes, 1 creek, and over 1000 wetlands as shown on the map maintained by VLAWMO.
- C. Local government units in the metropolitan area are required by the Metropolitan Water Management Program (Minn. Stat. §§ 103B.201 to 103B.255) (“**Act**”) to plan for and manage surface water.
- D. Under the Act, one of the options available to local government units to satisfy its requirements is to adopt a joint powers agreement pursuant to Minn. Stat. § 471.59 to establish a watershed management organization to jointly plan for and manage surface water within a watershed.
- E. The Members elected to exercise their authority under the Act to adopt a joint powers agreement establishing the Vadnais Lake Area Water Management Organization (“**VLAWMO**”) to cooperatively manage and plan for the management of surface water within the watershed.
- F. The original joint powers agreement has been updated over time and the term of the current joint powers agreement expires on December 31, 2026.
- G. VLAWMO is funded in large part by storm sewer utility fees certified to the County Auditor and imposed by the County on properties within the watershed as authorized by special legislation adopted by the Minnesota Legislature in 2008 (2008 Minn. Laws Chap. 366, Art. 6, Sec. 47).
- H. The Members previously acted pursuant to their authority to establish the “Vadnais Lake Area Water Management Organization Board of Directors” (“**Board**”) and said Board is hereby reaffirmed as the entity charged with the authority and responsibility to manage the VLAWMO.

- I. VLAWMO has also established a Technical Commission that performs a variety of functions to assist with VLAWMO’s operations and assist with developing VLAWMO’s annual budget.
- J. The Board has previously acted to adopt a Watershed Management Plan for the watershed and has regularly updated the Watershed Management Plan in accordance with Minn. Stat. § 103B.231, Minn. R., chap. 8410, and such other law as may apply.
- K. The parties desire to enter into this Agreement to reaffirm VLAWMO and the Board in furtherance of its efforts to continue working cooperatively to prepare and administer a surface water management plan to manage surface water within the watershed in accordance with the Act and Minn. R., chap. 8410.

**AGREEMENT**

In consideration of the mutual promises and agreements contained herein, the parties mutually agree as follows:

**SECTION I  
ESTABLISHMENT AND GENERAL PURPOSE**

- 1.1 Reaffirming the Establishment. The Members hereby reaffirm and ratify the establishment and continued operation of the “Vadnais Lake Area Water Management Organization” pursuant to the Act and such other laws and rules as may apply.
- 1.2 General Purpose. The general purpose of this Agreement is to continue VLAWMO and its work on behalf of the Members to cooperatively adopt, administer, and update as needed the Watershed Management Plan, and to carry out the purposes identified in Minn. Stat. § 103B.201 and the other provisions of the Act. The plan and programs shall operate within the boundaries of VLAWMO as identified in the official map filed with the Minnesota Board of Soil and Water Resources. The most current version of the official map defining the boundaries of the Watershed is incorporated herein by reference. The boundaries of the Watershed are subject to change utilizing the procedure set out in Minn. Stat. § 103B.225 as may be needed to better reflect the hydrological boundaries of the Area.

**SECTION II  
DEFINITIONS**

- 2.1 Definitions. The definitions contained in Minn. Stat. § 103B.205 and Minn. R., part 8410.0020 are hereby adopted by reference, except that the following terms shall have the meanings given them in this section.
  - (a) “Agreement” means this Agreement developed pursuant to Minn. Stat. §§ 103B.211 & 471.59 and which reestablishes and continues the Vadnais Lake Area Water Management Organization.

- (b) “Alternate Commissioner” means the person appointed by a Member to serve as its alternate to represent the Member on the Technical Commission in the absence or disability of its appointed Commissioner.
- (c) “Alternate Director” means the person appointed by a Member to serve as its alternate to represent the Member on the Board in the absence or disability of its appointed Director.
- (d) “Area” means the boundaries of the Vadnais Lake Area Watershed as set forth on the official map incorporated herein by reference.
- (e) “Board of Directors” or “Board” means the governing board of VLAWMO consisting of one elected official from each of the Members which are parties to this Agreement.
- (f) “Capital Improvement” means a physical improvement that has an extended useful life. A capital improvement is not directed toward maintenance of an in-place system during its life expectancy. A study or a research project do not constitute a capital improvement that must be included in the Watershed Management Plan.
- (g) “Capital Improvement Program” means an itemized program for at least a five-year prospective period, and any amendments to it, subject to at least biennial review, setting forth the schedule, timing, and details of specific contemplated capital improvements by year, together with their estimated cost, the need for each improvement, financial sources, and the financial effect that the improvements will have on the local government unit or watershed management organization.
- (h) “Commissioner” means a person appointed by each Member to the Technical Commission.
- (i) “Director” means the elected official appointed by each Member as its representative on the Board of Directors.
- (j) “Governing Body” means the city council of a Member city or the town board of the Member town.
- (k) “Local Water Management Plan” or “Plan” means a plan adopted by the each of the Members pursuant to Minn. Stat. § 103B.235 and Minn. R., part 8410.0160.
- (l) “Member” means each of the cities and the town that are parties to this Agreement.
- (m) “Special Legislation” means 2008 Minn. Laws Chap. 366, Art. 6, Sec. 47, which was approved by the Members.
- (n) “Storm Sewer Utility” or “SSU” means the public utility established by VLAWMO pursuant to the Special Legislation. The Board establishes and certifies to the

County for collection within the Area a Storm Sewer Utility fee for the management of surface water.

- (o) “Technical Commission” or “TEC” means the commission established herein that is composed of technically skilled persons, one appointed by each Member.
- (p) “Vadnais Lake Area Watershed” means the area contained within a line drawn around the extremities of all terrain whose surface drainage is tributary to Vadnais Lake as shown on the official watershed map incorporated herein by reference.
- (q) “VLAWMO” means the “Vadnais Lake Area Water Management Organization” that is reestablished and continued pursuant to this Agreement.
- (r) “Watershed Management Plan” means a plan adopted by VLAWMO pursuant to Minn. Stat. § 103B.231.

### **SECTION III ORGANIZATION OF VLAWMO**

- 3.1 Board of Directors. The governing body of VLAWMO shall be the “Vadnais Lake Area Water Management Organization Board of Directors.” The Board of Directors is comprised of a total of six (6) Directors. The parties hereby reaffirm the establishment and continued operation of the Board of Directors, which shall carry out the purposes and have the powers as provided in this Agreement.
- 3.2 Appointment of Directors. Each Member shall appoint one representative to serve as the Member’s Director on the Board. The appointment process shall comply with the requirements in Minn. Stat. § 103B.227, subs. 1 and 2.
- 3.3 Appointment of Alternate Directors. Each Member shall appoint one representative to serve as the Member’s Alternate Director on the Board. A Member’s Alternate Director may attend the meetings of the Board, but shall only be allowed to vote on any matters before the Board in the absence of the same Member’s Director.
- 3.4 Eligibility to Serve. Each Member shall determine the eligibility or qualification standards for its Director and Alternate Director appointments. Only current elected officials on the governing body of the Member are eligible to serve as a Member or Alternate Member.
- 3.5 Terms of Office. Directors and Alternate Directors serve three-year terms of office, which shall commence from the date of their appointment and will continue until their successors are selected. Members shall notify the VLAWMO Administrator of its appointments.
- 3.6 Removal. Directors and Alternate Directors shall serve at the will and consent of the Members that appointed them. If a Member removes a Director or Alternate Director, it shall provide VLAWMO written notice within 10 days of the removal. The governing

body of the Member shall act within 90 days to appoint an elected official to fill the vacancy and shall promptly provide VLAWMO written notice of such appointment.

- 3.7 Vacancies. A Member shall notify VLAWMO in writing within 10 days of the occurrence of a vacancy in its Director or Alternate Director positions. VLAWMO will notify BWSR of the vacancy within 30 days of receiving the notice of a vacancy as required by Minn. Stat. § 103B.227, subd. 1. The Member shall comply with the requirements of Minn. Stat. § 103B.227, subd. 2 and appoint someone to fill the vacancy. The Member shall promptly notify VLAWMO of the appointment in writing. The appointed person shall serve the unexpired term of the position.
- 3.8 Appointment of Technical Commission Commissioners. Each Member to this Agreement shall appoint one Commissioner, and may also appoint one Alternate Commissioner, to serve on the Technical Commission. A Member shall promptly appoint someone to fill a vacancy in their Commissioner or Alternate Commissioner positions.
- 3.9 Compensation. Directors, Alternate Directors, and Commissioners shall serve without compensation and without an expense allowance from VLAWMO. A Director may be reimbursed for out-of-pocket expenses incurred on VLAWMO business with the approval of the Board. A Member may compensate its Director, Alternate Director, Commissioner, and Alternate Commissioner for their service, in the discretion of the Member.
- 3.10 Annual Meeting; Election of Officers. At a meeting of the Board held no later than April of each calendar year, also known as the Annual Meeting, the Board shall elect from among the Directors a Chair, Vice Chair, a Secretary-Treasurer, and such other officers as it deems necessary to conduct its meetings and affairs. An Alternate Director may not serve as an officer of VLAWMO.
- 3.11 Duties of Board Officers.
- (a) Chair. The Chair shall preside over meetings of the Board, sign checks, and review audits. In the absence of the Chair, the Vice Chair shall perform the Chair's duties. In the absence of the Chair or Vice Chair, the Secretary-Treasurer shall serve as the presiding officer at the Board meeting. The Chair shall retain all rights of a Director to speak, make motions, and vote on matters coming before the Board.
  - (b) Vice Chair. The Vice Chair shall preside at meetings when the Chair is absent and shall automatically be promoted to complete the annual term of the Chair if the then current Chair resigns or is removed from the Board.
  - (c) Secretary-Treasurer. The Secretary-Treasurer shall maintain a record of the proceedings of the Board, be responsible for the custody of the Board's records, see that notices are duly given, and complete such other duties as the Board may assign. The Secretary-Treasurer shall also be responsible for all monies of VLAWMO and shall periodically report the fiscal condition of VLAWMO to the Board. The Secretary-Treasurer may delegate one or more of its duties to another officer or the

VLAWMO Administrator. If the duties of the Secretary-Treasurer are delegated to another person, the Secretary-Treasurer shall supervise the performance of those duties.

- 3.12 Quorum. A majority of the Members shall constitute a quorum at all Board meetings. No business or decision of the Board may be made without a quorum.
- 3.13 Meetings. Regular meetings of the Board shall be held on a scheduled adopted by the Board. All meetings of the Board are subject to the Minnesota Open Meeting Law. Notice of the time and place of each meeting shall be sent to all Members and public notice shall be provided as required by Minn. Stat. § 13D.04. Meetings shall be conducted in accordance with rules adopted by the Board.
- 3.14 Voting. Each Director shall have one (1) vote in all matters coming before the Board in accordance with the following:
- (a) Approval of the proposed annual VLAWMO operating budget and the capital improvement program shall require approval of a simple majority of all Directors;
  - (b) Approval of all others matters will be determined by a simple majority of Directors present and voting.
- 3.15 Committees. The Board may establish such committees and subcommittees as it deems appropriate. At least one Board member shall be the appointed as the Chairperson of each committee and all committees shall regularly report their activities to the Board.
- 3.16 Public Participation. The Board may appoint such committees and subcommittees composed of citizens as needed to provide for public participation and input in watershed activities and the responsibilities of VLAWMO. Such citizen committees shall be advisory.

#### **SECTION IV POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

- 4.1 Policies and Procedures. The Board shall adopt rules and regulations as it deems necessary to carry out its duties and the purpose of this Agreement. Such rules and regulations may be amended from time to time in either a regular or special meeting of the Board. No such amendment shall be adopted unless the language of the proposed amendment is included in the packet for the meeting at which it is considered. These rules and regulations, after adoption, shall be recorded in the VLAWMO policy book.
- 4.2 Watershed Management Plan (Plan). The Board shall adopt a water management plan, as required by the Act. The Plan shall be subject to the appropriate governmental unit review as required by the Act.
- 4.3 Data. The Board, in order to give effect to the purposes of the Act, may:

- (a) Acquire and record appropriate data within the Area; and
  - (b) Establish and maintain devices for acquiring and recording hydrological or other data within the Vadnais Lake Area Watershed.
- 4.4 Local Studies. Each Member reserves the right to conduct separate or concurrent studies on any matter under study by VLAWMO. The Member shall make every effort to coordinate its studies with the VLAWMO in order to maximize the use of resources.
- 4.5 Transfer of Drainage System. VLAWMO shall have the authority to accept the transfer of drainage systems in the watershed, to repair, improve, and maintain the transferred drainage systems, and to construct all new drainage systems and improvements of existing drainage systems in the watershed. All such activities and projects shall be carried out in accordance with the powers and procedures set forth in Minn. Stat. §§ 103B.205 to 103B.255 and must be in conformance with the Watershed Management Plan.
- 4.6 Storm Sewer Utility Fee. VLAWMO is authorized pursuant to the Special Legislation and this Agreement developed pursuant to Minn. Stat. 103B.211 to establish and impose on nonexempt properties within the Area a storm sewer utility fee pursuant to Minn. Stat. § 444.075 to pay for the management of water within the watershed. The storm sewer utility fee shall be approved by the Board and, as required by the Special Legislation, certified to the County Auditor by November 30<sup>th</sup> each year to be placed on property taxes payable in the following year.
- 4.7 Capital Improvements.
- (a) Authority. VLAWMO is authorized to undertake, construct, and maintain capital improvements within the Area and may cooperate with one or more Members in the construction and maintenance of such improvements.
  - (b) New Capital Improvements. A proposed new capital improvement may be initiated by VLAWMO, the TEC, or by one or more Members. If the Board agrees to include the proposed capital improvement in its Capital Improvement Program, it will undertake the process to include it in the Watershed Management Plan, its budget, and to work cooperatively with the affected Member as needed to complete the Capital Improvement.
  - (c) Costs. VLAWMO may use funds budgeted by the Board for the capital improvement, as well as any funds received from grants and any other outside funding sources. If VLAWMO works cooperatively with one or more Members to construct a capital improvement, the parties will enter into a cooperative agreement that identifies the responsibilities and cost share of each party toward the project, including associated engineering, planning, legal, and administrative costs.

- (d) County Levy. Nothing in this Agreement limits the authority of VLAWMO to undertake capital improvements and to certify the costs to the County for collection in accordance with Minn. Stat. § 103B.251.
- 4.8 Water Conveyances. The Board may order any local governmental unit to construct, clean, repair, alter, abandon, consolidate, reclaim or change the course of terminus of any ditch, drain, storm sewer, water course, natural or artificial, that affects the Watershed in accordance with its adopted plans.
- 4.9 Watershed Operations. The Board may order any local government unit to acquire, operate, construct or maintain dams, dikes, reservoirs and appurtenant works in accordance with adopted plans.
- 4.10 Storm and Surface Waters. The Board shall regulate, conserve and control the use of storm and surface water within the Vadnais Lakes Area Watershed pursuant to its Watershed Management Plan.
- 4.11 Entrance upon Land. To the extent permitted by law, or with the owner's permission, the Board or its designated representatives may enter upon lands within or outside the Watershed to make surveys and investigations to accomplish the purposes of VLAWMO and the Act.
- 4.12 Legal and Technical Assistance. The Board may obtain and provide legal and technical assistance as it determines is needed, including in connection with its on-going operations and projects, any litigation, and on such other matters as the Board may request.
- 4.13 Permits. VLAWMO shall cooperate with appropriate local, state, and federal agencies in obtaining required permits and shall review permits issued by local units of government to accomplish the purposes identified in Section I of this Agreement.
- 4.14 Office. VLAWMO shall maintain an office within the Area. All notices to VLAWMO shall be mailed or delivered to such office.
- 4.15 Insurance and Liability. VLAWMO may contract for or purchase such insurance as the Board deems necessary for its protection. The Members agree as follows with respect to the liability of VLAWMO and the Members:
- (a) VLAWMO is a separate and distinct public entity to which the Members have transferred all responsibility and control for action taken pursuant to this Agreement.
  - (b) VLAWMO shall defend and indemnify the Members, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minn. Stat. § 466.04.

- (c) Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
  - (d) To the fullest extent permitted by law, action by the Members to this Agreement are intended to be and shall be construed as a “cooperative activity,” and it is the intent of the Members that they shall be deemed a “single governmental unit” for purposes of liability, as set forth in Minn. Stat. § 471.59, subd. 1a, and provided further that for purposes of that statute, each part to this Agreement expressly declines responsibility for the acts and omissions of another Member. The Members are not liable for the acts or omissions of another Member to this Agreement except to the extent they have expressly agreed in writing to be responsible for the acts or omissions of the other Members.
  - (e) Any excess or uninsured liability shall be borne equally by all the Members, but this does not include the liability of any individual officer, employee or volunteer that arises from his or her own malfeasance, willful neglect of duty, or bad faith.
- 4.16 Financial Records. The Board shall maintain the books and accounts of VLAWMO consistent with generally accepted accounting principles.
- 4.17 Audit. The Board shall annually cause an independent certified audit of the books and accounts of VLAWMO.
- 4.18 Claims. To the extent required by Minnesota Statutes, VLAWMO shall be responsible for damages caused by it. All Minnesota Statutes governing notices of claims and limits on municipal liability shall be applicable to VLAWMO. To the extent permitted by Minnesota Statutes, VLAWMO shall be treated as a single municipal entity for municipal liability purposes.
- 4.19 Employees. The Board may employ or subcontract with such persons or entities as it determines are needed to fulfill defined responsibilities of VLAWMO with the approval of a majority of the Board.
- 4.20 Contracts. The Board may make such contracts and enter into such agreements as necessary to fulfill its obligations under this Agreement. Any such contract or agreement shall be in accordance with the Uniform Municipal Contracting Law or such other applicable laws.
- 4.21 Annual Report to Members. The Board shall make and file a report with the administrator of each Members at least once each year that includes the following information:
- (a) The financial condition of VLAWMO;
  - (b) The status of all VLAWMO projects and work; and

(c) The business transacted by VLAWMO and other matters which affect the interests of VLAWMO.

4.22 Records. VLAWMO's books, reports and records shall be available for and open to inspection at reasonable times.

4.23 Planning.

(a) Watershed Management Plan (Plan). VLAWMO shall prepare and/or update a water management plan as required by the Act. The Plan, either a new one or an updated one, shall be recommended to the Board for approval. The Plan shall be compliant with Minn. Stat., chap. 103B and applicable Minnesota Rules. The Plan shall be subject to the appropriate governmental unit review as required by the Act.

(b) Local Water Management Plan. After the adoption of a new or revised watershed management plan, each Member and any other local government unit within the Area shall review its local water management plan for changes needed for it to be consistent with the new or revised Watershed Management Plan. Each local water management plan shall be consistent with the Plan and state law. After consideration, but before adoption of a new or revised local water management plan, each Member shall submit its water management plan to the Board. The Board shall within sixty (60) days approve or disapprove the plan or parts thereof. If the Board fails to complete its review within the prescribed period, and unless an extension is agreed to by the Member, the local plan shall be deemed approved consistent with applicable state laws.

4.24 Other Powers. The Board may exercise such other powers necessary and incidental to the implementation of the purposes set forth herein as authorized by the Members.

4.25 Special Tax District. Nothing in this Agreement limits the authority of a Member to establish a special tax district pursuant to its authority under Minn. Stat. 103B.245 or such other law as may apply.

4.26 Amendments to this Agreement. The Board may recommend changes in this Agreement to the Members. This Agreement may be amended only by the agreement of all of its Members.

## **SECTION V RESPONSIBILITIES AND DUTIES OF TECHNICAL COMMISSION**

5.1 Establishment. The Board has established, and shall maintain, a Technical Commission ("TEC") that provides technical expertise for the planning and operation of VLAWMO programs and projects. Each Member shall appoint one Commissioner and one Alternate Commissioner to serve on the TEC. Each Member shall determine the eligibility or

qualification standards for its TEC appointments, following guidelines promulgated by the Board. The VLAWMO Administrator shall serve as a non-voting member of VLAWMO.

- 5.2 Duties and Responsibilities. The TEC, through the VLAWMO Administrator and other VLAWMO employees, shall administer the day-to-day operations of VLAWMO and shall review VLAWMO expenditures. The TEC has the authority to review and approve VLAWMO's monthly expenditures and may approve capital improvements in accordance with a policy adopted by the Board. The Board may assign additional duties and responsibilities to the TEC as it may determine are appropriate.
- 5.3 Technical Commission Officers. At the first meeting of the TEC each calendar year the Commissioners shall appoint from among its members a Chair, Vice-Chair, Financial Officer, and Liaison to the Board. The TEC shall assign duties to the officers as it deems appropriate. An Alternate Commissioner may not serve as an officer of the TEC.
- 5.4 Meetings. Regular monthly meetings of the TEC shall be held on a day and time selected by the Commissioners. All meetings of VLAWMO are subject to the Minnesota Open Meeting Law. Notice of the time and place of each meeting shall be sent to all Commissioners, and provided to the public requesting this information, and follow notice requirements outlined in Minn. Stat. § 13D.04. Meetings shall be conducted in accordance with the rules adopted by the TEC or, if a specific set of rules has not been adopted, then the latest version of Roberts Rules of Order. Each Commissioner shall have one vote. A majority of the Commissioners present shall constitute a quorum at all TEC meetings. In the absence of a quorum, a scheduled meeting shall be opened, re-scheduled, and adjourned.

## SECTION VI FINANCING VLAWMO

- 6.1 Annual Budget. The annual VLAWMO budget, which includes both operational costs and capital improvement costs, shall be developed and approved as provided in this section.
  - (a) Staff Prepares Draft. VLAWMO staff shall work with the appropriate Member staff to prepare a preliminary draft long range budget, which shall include the proposed budget for the upcoming year and the proposed SSU rates.
  - (b) Budget Subcommittee Recommendation. VLAWMO staff shall present the preliminary draft budget to the budget subcommittee. The budget subcommittee is responsible for reviewing and making a recommendation to the Board regarding the proposed budget and the SSU rates.
  - (c) Budget Approval. The Board shall consider the annual budget as recommended by the budget subcommittee and act on the annual budget. The Board may modify the annual budget proposed by the budget subcommittee. This review and approval of the annual

budget typically occurs at the June Board meeting, but can occur at a different meeting as the Board may determine is appropriate.

- (d) SSU Rate Approval. The Board shall consider and act to approve the SSU rates. This review and approval typically occurs at the August Board meeting, but can occur at a different meeting as the Board may determine is appropriate.
- (e) SSU Charge Certification. The Board shall act by November 1<sup>st</sup> each year to certify the SSU charges to the County Auditor for collection on the upcoming year's property taxes.
- (f) Final Budget Approval. The Board shall act to approve the final budget for the upcoming year before December 31<sup>st</sup> each year.

6.2 Funding. The annual budget is funded by one or more of the following:

- (a) The primary source of funding for the annual budget is the SSU charges imposed on properties within the watershed each year pursuant to the special legislation.
- (b) VLAWMO may also receive grants to help fund specific capital improvements.
- (c) If the funds collected from the SSU charges and grants are not sufficient to fully fund an approved budget, the Board may exercise any other authority available to it under law to fund the budget including, but not limited, Member assessments.

6.3 Member Assessments.

- (a) Authorized. A Member assessment may be imposed to cover an anticipated shortfall in VLAWMO's annual budget. A Member assessment amount shall be calculated using the formula set out in this section. At least 10 days prior to the meeting at which the Board considers acting on a proposed Member assessment, VLAWMO shall provide each Member written notice of the proposed Member assessment that identifies the amount to be paid by each Member. Members shall be given an opportunity to be heard at the meeting before the Board acts on the Member assessment. A Member assessment must be approved by at least a 2/3 majority of the full Board by no later than September 1<sup>st</sup> for collection in the following year. If approved, VLAWMO shall notify each Member in writing of the approved Member assessment amount.
- (b) Formula. To the extent a Member assessment is established, it shall be calculated based upon the following formula:
  - (1) Forty percent (40%) based upon the assessed valuation of all real property of each government unit within the Area;

- (2) Forty percent (40%) based upon the total area of the property within each governmental unit with the Area; and
  - (3) Twenty percent (20%) based upon the population of each governmental unit within the Area.
- (c) Payment. Each Member shall pay its Member assessment amount: (1) no later than January 31<sup>st</sup> in the year in which it is due; or pay one-half (1/2) of the assessment by January 31<sup>st</sup> of the year due and pay the second one-half (1/2) of the assessment by August 31<sup>st</sup> of the year due. If a Member fails to pay its assessment by the applicable due dates, it will be required to pay a one percent (1%) per month service on the unpaid amount due.

#### 6.4 Capital Improvement Program and Funding.

- (a) Preparation. Each year the Board shall prepare a Capital Improvement Program and budget for Capital Improvements anticipated to be started or completed in the following year as described in the Watershed Management Plan. Each proposed Capital Improvement shall be specifically identified and its estimated cost and time for completion shall be provided. Only Capital Improvements included in the Watershed Management Plan, or its amendments, may be included in the capital improvement budget.
- (b) Funding. Capital Improvements may be funded by a combination of funds budgeted by VLAWMO as part of its annual budget, grants received by VLAWMO, and expenditures made directly by one or more Members. For jointly funded projects, VLAWMO shall agree in writing with the Members making direct contributions toward the Capital Improvement the amounts of funding and the responsibilities toward constructing and maintaining the Capital Improvement.

6.5 Governmental Unit Financing. Members may establish a watershed management tax district in the Area for the purpose of paying costs of the engineering and planning required to develop a watershed management plan for the Area. After the plan is adopted and approved, a tax district may be established for the purpose of paying capital costs of projects described in the plan (including normal and routine maintenance of projects). If required, the tax district shall be established by ordinance adopted after a hearing by a local government unit, following provisions of Minn. Stat., chap. 103B.

6.6 Reserve Funds. The Board may accumulate reserve funds for the purposes herein mentioned and may invest funds of the Board not currently needed for its operations in the manner and subject to the laws of Minnesota applicable to statutory cities. Any and all reserve funds must be clearly indicated on the annual financial audit provided to the Members.

6.7 Gifts; Grants; Loans. VLAWMO may, within the scope of this Agreement, accept gifts, apply for and use grants or loans of money or other property from the United States, the

State of Minnesota, a unit of government or other governmental unit or organization or any person or entity for the purposes described herein; may enter into any reasonable agreement required in connection therewith, shall comply with any laws or regulations applicable thereto, and may hold, use and dispose of such money or property in accordance with the terms of the gift, grant, loan or agreement related thereto.

- 6.8 Disbursements. VLAWMO disbursements on budget items shall be reviewed and approved by the Technical Committee. A report of all disbursements shall be sent to the Board's Secretary-Treasurer and the TEC's Finance Officer for review and a copy provided to the Board. Checks issued by VLAWMO shall be signed by the VLAWMO Administrator and the Board Chair. The Secretary-Treasurer shall maintain a bond in the amount of at least \$10,000. VLAWMO will be responsible for paying the premium on said bond.
- 6.9 Revenue Bonds to Secure MPCA Loan. VLAWMO is given express authority to issue revenue bonds in a principal amount not to exceed \$800,000 (the "Bonds") to secure the Loan to finance the Project. The term "Bonds" shall also include bonds issued to refund and refinance the Bonds. As provided in Minn. Stat. § 471.59, subd. 11, the Bonds shall be revenue obligations of VLAWMO which are issued on behalf of the Members, and shall be issued subject to the conditions and limitations set forth in Minn. Stat. § 471.59, subd. 11. The Bonds shall be payable solely from VLAWMO's revenues including its storm water utility fees. VLAWMO may not pledge to the payment of the Bonds the full faith and credit or taxing power of the Members. No bonds, obligations or other forms of indebtedness other than the Bonds may be issued by VLAWMO without the prior consent of the Members.

## SECTION VII DURATION OF THIS JOINT POWERS AGREEMENT

- 7.1 Duration of Agreement. Each Member agrees to be bound by the terms of this Agreement until December 31, 2046, and that it may be continued thereafter at the option of the Members. This Agreement shall be in full force and effect upon the filing of certified copy of the resolution approving said Agreement by each Member.
- 7.2 Termination of Agreement. This agreement may be terminated prior to December 31, 2046, by the unanimous consent of the parties. If the agreement is to be terminated, a notice of the intent to dissolve the VLAWMO shall be sent to the Board of Water and Soil Resources and to Ramsey and Anoka Counties at least 90 days prior to the date of dissolution.
- 7.3 Dissolution. In addition to termination as provided above, any Member may petition the Board of Directors to dissolve this Agreement. Upon ninety (90) days' notice in writing to the clerk of each Member, the Board of Water and Soil Resources, and to Anoka and Ramsey County, the Board shall hold a hearing and upon a favorable vote by a majority of all eligible votes of then existing Board members, the Board may by Resolution recommend that the VLAWMO be dissolved. Said Resolution shall be submitted to each

member governmental unit and if ratified by three-fourths of the governing bodies of all eligible Members within sixty (60) days, said Board shall dissolve the VLAWMO allowing a reasonable time to complete work in progress, pay any outstanding obligations, and to dispose of personal property owned by the VLAWMO.

- 7.4 Assets. Upon a set of findings and order for dissolution of VLAWMO by the State Board of Water and Soil Resources, all property of VLAWMO shall be transferred, either jointly or severally, to the Members. Such transfer of VLAWMO assets may be made in proportion the total contribution of each Member as required by the last annual operating budget. The transfer of real estate property of VLAWMO pursuant to this section shall not affect the benefits or damages for any improvement previously constructed by VLAWMO before dissolution. The real estate property affected shall remain liable for its proper share of any outstanding indebtedness of VLAWMO applying to the property before the dissolution, and levies assessed for the indebtedness continue in force until the debt is paid off.

## SECTION VIII MISCELLANEOUS PROVISIONS

- 8.1 Adoption of Agreement. This Agreement shall be in full force and effect upon the filing of a certified copy of the resolution approving said agreement by all six members. Said resolution shall be filed with the Chair of the existing VLAWMO who shall notify all Members in writing of its effective date and shall set the date for the next meeting to be conducted under this Agreement.
- 8.2 Dispute Resolution. The Members agree that any dispute that cannot be resolved by discussions among the Board and a Member shall be submitted to mediation. The mediation shall be conducted in accordance with a process agreed to by the parties. If the parties are not able to mutually agree on a mediator, each party shall select a mediator and the two mediators shall select a third. Each party to the mediation shall be responsible for the cost of the mediator it selected and shall share equally in the costs of the mediation and of the third mediator. If the dispute is not resolved in mediation, the parties may agree to submit the dispute to binding arbitration or either party may pursue any options available to it under law to seek a resolution of the dispute.
- 8.3 Data Practices. VLAWMO shall comply with the requirements of Minn. Stat., chap. 13, the Minnesota Government Data Practices Act. Any entity with which VLAWMO contracts is required to comply with the Act as provided in Minn. Stat. § 13.05. The contractor shall be required to notify the Board if it receives a data request and to work with VLAWMO to respond to it.
- 8.4 Amendments. The Board may recommend changes and amendments to this Agreement to the governing bodies of the Members. Amendments shall be adopted by all governing bodies of the Members. Adopted amendments shall be evidenced by appropriate resolutions or certified copies of meeting minutes of the governing bodies of each party filed with the Board and shall, if no effective date is contained in the amendment, become

effective as of the date all such filings have been completed.

- 8.5 Waiver. The delay or failure of any party of this Agreement at any time to require performance or compliance by any other party of any of its obligations under this Agreement shall in no way be deemed a waiver of those rights to require such performance or compliance.
- 8.6 Headings and Captions. The headings and captions of these paragraphs and sections of this Agreement are included for convenience or reference only and shall not constitute a part hereof.
- 8.7 Entire Agreement. This Agreement, including the recitals and the official boundary map (which are incorporated in and made part of this Agreement), contains the entire understanding among the Members concerning the subject matter hereof. This Agreement supersedes and replaces the prior joint powers agreement among the Members regarding VLAWMO and such prior agreement is hereby terminated. Any outstanding obligations of the Members under the prior agreement are not affected by the termination and shall be continued under this Agreement.
- 8.8 Examination of Books. Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of the Board are subject to examination by the State.
- 8.9 Governing Law. The respective rights, obligations, and remedies of the Members under this Agreement and the interpretation thereof shall be governed by the laws of the State of Minnesota which pertain to agreements made and to be performed in the State of Minnesota.
- 8.10 Counterparts. This Agreement shall be executed in several counterparts and all so executed shall constitute one Agreement, binding on all of the Members hereto. Each party to the agreement shall receive a fully executed copy of the entire document following adoption by all Members.
- 8.11 Notice. To the extent this Agreement requires a notice to be mailed to a Member, the notice requirement may be satisfied by VLAWMO emailing the notice to its primary contact for the Member.
- 8.12 Statutory References. All references to statutes in this Agreement include any amendments made thereto and any successor provisions.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minn. Stat. §§ 103B.211 and 471.59.

**CITY OF GEM LAKE**

By \_\_\_\_\_  
Mayor

Dated \_\_\_/\_\_\_/\_\_\_

Attest \_\_\_\_\_  
City Clerk

**CITY OF LINO LAKES**

By \_\_\_\_\_  
Mayor

Dated \_\_\_/\_\_\_/\_\_\_

Attest \_\_\_\_\_  
City Clerk

**CITY OF NORTH OAKS**

By \_\_\_\_\_  
Mayor

Dated \_\_\_/\_\_\_/\_\_\_

Attest \_\_\_\_\_  
City Clerk

**CITY OF VADNAIS HEIGHTS**

By \_\_\_\_\_  
Mayor

Dated \_\_\_/\_\_\_/\_\_\_

Attest \_\_\_\_\_  
City Clerk

**CITY OF WHITE BEAR LAKE**

By \_\_\_\_\_  
Mayor

Dated \_\_\_/\_\_\_/\_\_\_

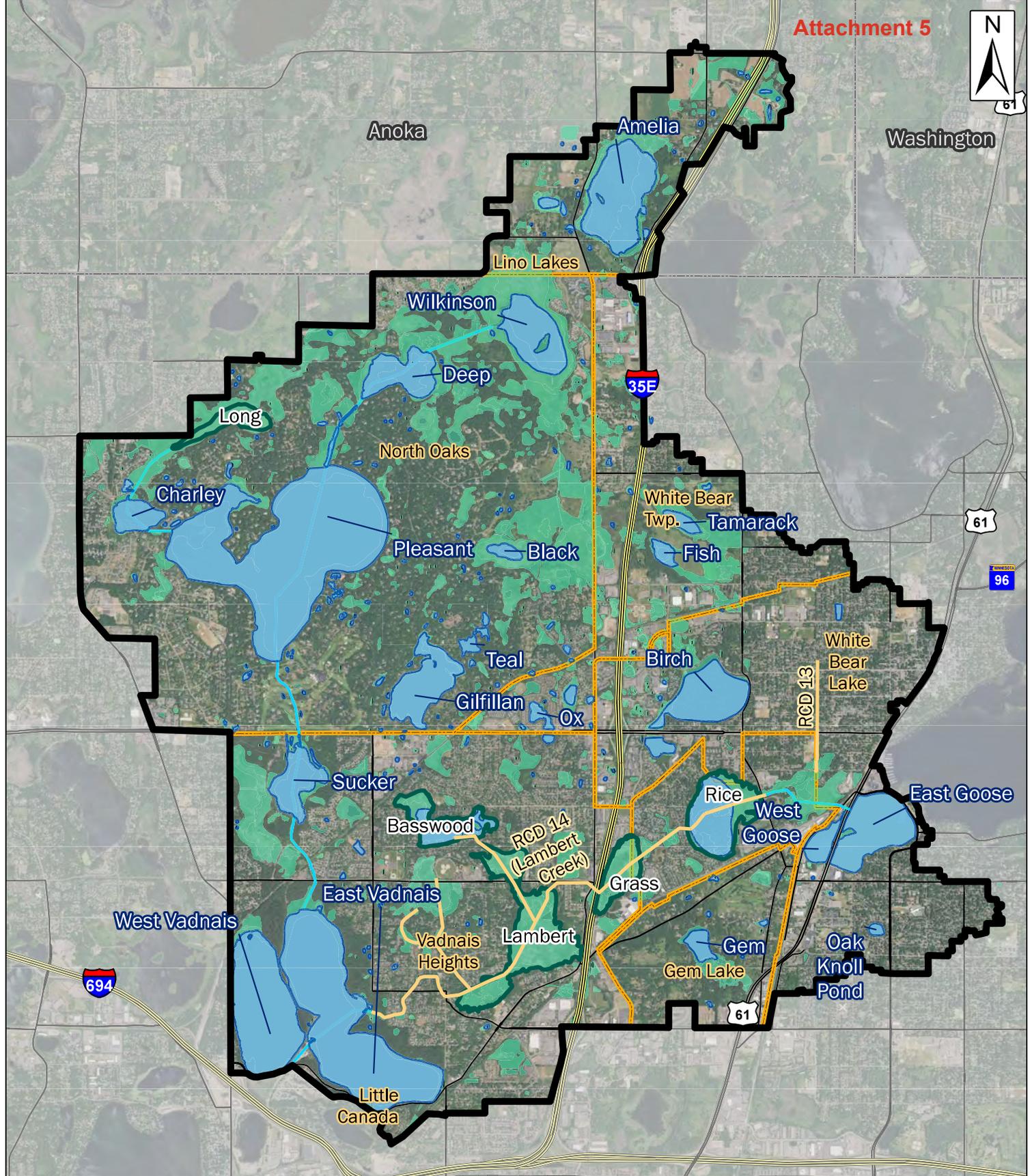
Attest \_\_\_\_\_  
City Clerk

**WHITE BEAR TOWNSHIP**

By \_\_\_\_\_  
Chair

Dated \_\_\_/\_\_\_/\_\_\_

Attest \_\_\_\_\_  
City Clerk



2022 Lakes	US Highway
Public Drainage Systems	State Highway
Streams and Ditches	County Roads
Cities	2021 National Wetland Inventory Wetlands
Interstate	2021 National Wetland Inventory Wetlands



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800 County Rd E East, Vadnais Heights, MN 55127  
www.VLAWMO.org  
office@vlawmo.org  
(651) 204-6070

To: VLAWMO Board of Directors  
From: Angela Hugunin and Brian Corcoran  
Date: 4/14/25  
Re: VI. A. 3. 2024 Annual Report and Water Monitoring Report

Drafts of the 2024 Annual Report and final Water Monitoring Report are ready for review.

The VLAWMO TEC recommended approve to the BOD at their April 9, 2025 meeting.

The 2024 Annual Report contains all of the required components, including a summary of the 2024 financial information, which a requirement for submission to the Board of Water and Soil Resources (BWSR).

The full reports and their supplement summaries (“Watershed-at-a-Glance” and Water Monitoring Summary) are available online for review at these links:

**2024 Annual Report:**

[https://www.vlawmo.org/index.php/download\\_file/5117/](https://www.vlawmo.org/index.php/download_file/5117/)

**2024 Annual Report Summary:**

[https://www.vlawmo.org/index.php/download\\_file/5119/](https://www.vlawmo.org/index.php/download_file/5119/)

**2024 Water Monitoring Report:**

[https://www.vlawmo.org/index.php/download\\_file/5116/](https://www.vlawmo.org/index.php/download_file/5116/)

**2024 Water Monitoring Report Summary:**

[https://www.vlawmo.org/index.php/download\\_file/5118/](https://www.vlawmo.org/index.php/download_file/5118/)

**Requested VLAWMO Board action:**

VLAWMO staff request Board consideration and approval of the 2024 Annual Report and Water Monitoring Report. Staff also requests that the VLAWMO Board authorize final submission of the 2024 VLAWMO Annual Report to the BWSR and the JPA member communities.

**Attachment:**

1. Powerpoint of Summary of 2024 Annual Reporting Documents

**VI. A. 3.**

# Summary of 2024 Annual Reporting Documents

**Brian Corcoran, Angela Hugunin**  
 VLAWMO Board Meeting - April 23<sup>rd</sup>, 2025



## Background



- Annual reporting and evaluation is required for Water Management Organizations. *MN Rule 8410.0150 Subp. 3* includes the following specifications:
  - Annual reporting materials submitted to BWSR within 120 days of the calendar year's end.
  - Audit report submitted to BWSR within 180 days of the end of the organization's fiscal year.

Vadnais Lake Area Water Management Organization

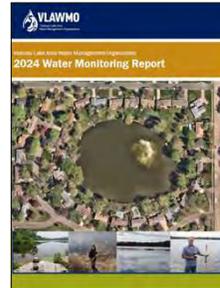
# Document Overview



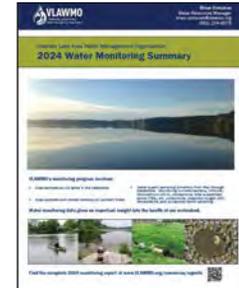
2024 Annual Report Summary



2024 Annual Report



2024 Monitoring Report



2024 Monitoring Report Summary

# Annual Report



- The 2024 annual report includes updates and highlights across VLAWMO programs, including:
  - Awarding 23 VLAWMO grants for 27 grant-funded projects
  - Key monitoring data and findings
  - Capital improvement projects – background, partners, funding
  - Community involvement

### SOIL HEALTH SUMMARY

VLAWMO awarded 9 soil health grants totaling **\$9891.63**.

These grant funds were utilized for:

- 7 native plant restorations/pollinator gardens
- 2 no-mow/low-mow turf replacements



Above: A turf replacement to a native pollinator garden in White Bear Lake.

### LANDSCAPE LEVEL 2 SUMMARY

VLAWMO awarded 8 Landscape Level 2 grants totaling **\$121,151.79**.

These grant funds were utilized for:

- 6 curb cut raingardens
- 6 smart irrigation controllers



Above: A completed curb cut raingarden in the City of White Bear Lake awaiting spring 2025 native plantings.

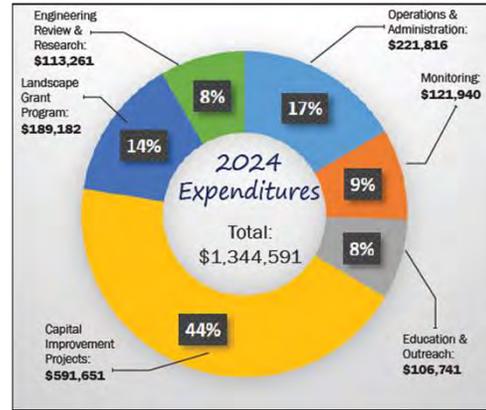
### RAIN BARREL SUMMARY

In 2024, VLAWMO awarded grants for 5 rain barrels, totaling **\$317.59**.

# Annual Report



- The 2024 annual report includes updates and highlights across VLAWMO programs, including:
  - Work plan
  - Financial standing
  - Board, TEC, partners, consultants, and staff listed



# Annual Report Summary



**2024 Technical Commissioner:**

Eric O'Leary

Chris Swier

Shawn Miller

Andy Hanson

Tom Hoffman

Benjamin Jacobs

Justi Papp

**Map Key:**

- Water monitoring sites
- Highlighted projects

**DEEP LAKE SHORELINE RESTORATION**

Invasive buckthorn chokes out native plants that improve water quality and provide aquatic habitat. Throughout 2022 and 2023, NOHOA and VLAWMO collaborated to fund restoration work completed by contractors. 2024 brought the addition of work in NOC-owned areas. VLAWMO's partnership funding focused on wetland shoreline areas.

**WILKINSON LAKE DEEP-WATER WETLAND RESTORATION**

In 2024, VLAWMO and North Ojota Company (NOC) continued restoration efforts on this deep-water wetland, which removes nutrients from water before it flows into Wilkinson Lake. 2024 brought buckthorn removal, native seed establishment, and wetland enhancement plantings to stabilize and protect shorelines, prevent erosion, and benefit pollinators. The project is funded by the U.S. Environmental Protection Agency (EPA) 319 grant funds administered by the Minnesota Pollution Control Agency (MPCA), with a local cash match shared equally between VLAWMO and NOC.

**COMMUNITY INPUT ON WATERSHED MANAGEMENT PLAN**

VLAWMO is developing its 6th Comprehensive Watershed Management Plan, a guide to watershed projects and programs from 2027-2036. In 2024, VLAWMO sought input from people who live in, work in, and visit the watershed. Online and hard copy surveys gathered feedback on various water topics. Staff held virtual coffee chats, in-person workshops, and presentations to allow for public input and learning about the watershed. These findings will inform further Plan development.

**2024 WATERSHED PROJECT HIGHLIGHTS**

- Staff elected to highlight key projects from 2024 on the summary insert, a watershed map:
  - Wilkinson Lake deep-water wetland restoration
  - Deep Lake shoreline restoration
  - Community input on watershed management plan

Vadnais Lake Area Water Management Organization

# Annual Report Summary



**GROUNDWATER CONSERVATION**  
 In 2024, VLAWMO partnered with 4 HOAs and 2 communities to install smart irrigation controllers covering over 170 acres. These devices provide real-time information on water usage, saving users water and money. VLAWMO also partnered with the City of Vadnais Heights to pass their water efficiency rebate program with VLAWMO grant opportunities.

**ELMWOOD PARK CURB CUT RAINGARDEN**  
 VLAWMO partnered with the City of Vadnais Heights to install a 1200-square foot curb cut raingarden at Elmwood Park. Raingarden installation coincided with a City street reconstruction project adding a new path and parking spaces at the park. The raingarden will reduce the area's stormwater volume. After spring 2025 planting, the raingarden will contain over 1000 plants to create pollinator habitat.

**WHITE BEAR LAKE STREET REHABILITATION**  
 VLAWMO partnered with the City of White Bear Lake and Ramsey County Soil and Water Conservation Division to construct five curb cut raingardens alongside the City's street rehabilitation project. These raingardens will treat stormwater runoff before it reaches Lambert Creek. Native plants will filter pollutants and provide pollinator habitat.

- Further highlights included:
  - Groundwater conservation efforts
  - Elmwood Park curb cut raingarden
  - White Bear Lake street rehabilitation

Vadnais Lake Area Water Management Organization

# Water Monitoring Highlights



Staff monitors 14 lakes and 6 locations on Lambert Creek/ CD14 from May through September.



Vadnais Lake Area Water Management Organization

# Water Monitoring Highlights



Staff tests for TP, SRP, TSS, ChIA, Chloride, and YSI data.

Staff also tests other parameters depending on specific projects.



Vadnais Lake Area Water Management Organization

# Water Monitoring Highlights



The TSI index is a measurement of lake health.

Secchi depth, Chl-A and TP are used to determine the degree of eutrophication.



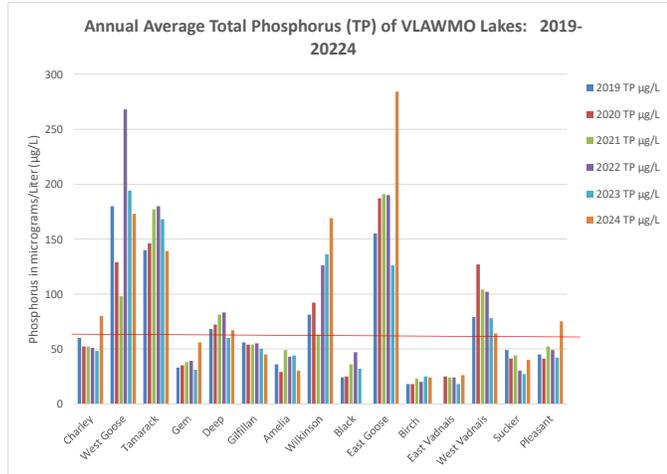
Vadnais Lake Area Water Management Organization

# Water Monitoring Highlights



Trends are long-term:  
Little noticeable change  
year to year for most  
VLAWMO lakes.

Monitoring summary and full  
monitoring report can be found  
on the VLAWMO website.



Vadnais Lake Area Water Management Organization

# Water Monitoring Summary



**Brian Cocoran**  
Water Resources Manager  
brian.cocoran@vlawmo.org  
(651) 204-6075

Vadnais Lake Area Water Management Organization  
**2024 Water Monitoring Summary**

**VLAWMO's monitoring program involves:**

- Crab samples on 15 lakes in the watershed
- Water quality sampling bi-monthly from May through September. Monitoring includes bacteria, chlorides, Chlorella (chl-a), phosphorus, total suspended solids (TSS), pH, conductivity, dissolved oxygen (DO), temperature, and occasional storm sampling.

Water monitoring data gives us important insight into the health of our watershed.

Find the complete 2024 monitoring report at [www.VLAWMO.org/resources/reports](http://www.VLAWMO.org/resources/reports)

### The Watershed at a Glance

Find the full 2024 water monitoring report at [vlawmo.org/reports](http://vlawmo.org/reports)

**Thinking like a lake scientist:**  
Lake science is a continual quest for data. Results vary from year to year, depending on what's happening within or around a lake. Lake scientists take a long-term approach, using critical thinking to piece together multiple variables and draw conclusions. VLAWMO references Minnesota's state water quality standards. Some of VLAWMO's lakes meet these standards, while others do not.

Lake Name	Clear (Chlorophyll)	Moderately Clear (Macrophytes)	Green (Fragile)	Very Green (Hypernutrient)
East Vainalis	40	45	50	55
Birch	40	45	50	55
Sucker	40	45	50	55
Amelia	40	45	50	55
Pleasant	40	45	50	55
Gem	40	45	50	55
Deep	40	45	50	55
Giffen	40	45	50	55
Challe	40	45	50	55
West Vainalis	40	45	50	55
Wilkinson	40	45	50	55
Tamarack	40	45	50	55
West Goose	40	45	50	55
East Goose	40	45	50	55
Black	40	45	50	55

The graph above shows the Trophic State Index (TSI) of the lakes in VLAWMO's watershed. These values refer to a lake's nutrient levels, transparency, and chlorophyll. The data for each reading is combined to create a single value, depicted above with red arrows.

**Oligotrophic:** Low nutrient levels and abundant oxygen. May be suitable as an unfiltered water supply.

**Mesotrophic:** Moderate amount of dissolved nutrients; iron or manganese fadde/lodds, increased turbidity.

**Eutrophic:** Nutrient-rich, supporting either a dense plant population or large algae blooms. Eutrophication is the natural process of nutrient loading into a waterbody from the surrounding watershed, accelerated by erosion and stormwater runoff.

**Hypernutrient:** Exceptionally high nutrients causing dense algae and macrophytes. Rough fish (bullheads, carp) dominate, blue-green algae likely, fish was possible during algae blooms. Episodes of severe taste and odor.

# Water Monitoring Summary



### Nutrients and Chlorides

Visit [vlawmo.org/waterbodies](http://vlawmo.org/waterbodies) for specific lake studies, reports, and lake fact sheets.

#### Average Total Phosphorus (TP) of VLAWMO Shallow Lakes: 2010-2024

**Phosphorus: What is it?**  
Phosphorus is a naturally occurring nutrient that drives algae growth. One pound of phosphorus can produce up to 300 pounds of algae. Increased algae levels create low oxygen and poor light penetration in lakes, reducing quality of habitat for fish and wildlife.

**Phosphorus: Why does it matter?**  
High phosphorus levels determine whether the water looks like pea soup or an aquarium. Excessive algae can produce foul odors and toxins harmful to humans and pets.

To prevent high phosphorus levels, keep sediment and nutrients like grass clippings and leaves on the landscape and out of waterbodies.

#### Average Secchi Depth of VLAWMO Shallow Lakes: 2010-2024

**Secchi Depth: What is it?**  
A Secchi disk is a 20-cm flat disk that is lowered into the water until it can no longer be seen. The depth at which the disk disappears, called the Secchi depth, is a measure of the water's clarity, or transparency.

**Secchi Depth: Why does it matter?**  
Water transparency is a basic indicator of risks for most lake uses. This measurement controls how far light can reach, indicating potential challenges for aquatic plants and animals. Poor transparency means extra oxygen in the water column.

Transparency can be affected by pollutants or sediment draining into the lake. It can also be impacted by existing sediments resuspending from the lake bottom.

#### Average Chloride Levels of VLAWMO Lakes: 2010-2024

**Chloride: What is it?**  
Chloride is a common ingredient in de-icing salts and home water softening. Even a small quantity makes a big impact: one teaspoon of chloride permanently pollutes five gallons of water.

**Chloride: Why does it matter?**  
Chloride threatens our freshwater and even our drinking water supply. Chloride is toxic to freshwater fish and plants. It impacts lake temperature and diatomic nutrient cycles. Once chloride is in our water, there is no economical way to remove it. VLAWMO currently has no waterbodies impacted for chloride, but some lakes show upward trends.

### Waterbody Impairments

VLAWMO has several lakes listed as impaired waterbodies. For a lake to be listed as impaired, it must show a trend of failing to meet water quality standards for several years. Impairments can be assigned for a number of reasons, including high nutrient, bacteria or chloride levels. With the exception of Pleasant, Burder, and East Vassar, VLAWMO's lakes are classified as shallow.

#### 2024 Waterbody Impairments

Lambert Creek is impaired for high bacteria during storm events. Recent monitoring results show high nutrient levels, though the creek is not officially impaired for nutrients. Water samples from six sites are taken along the creek bi-monthly from May through September at the locations on the map to the right. E. coli bacteria has been detected at larger, small and Centre.

### Citizen Science

#### Aquatic Invasive Species (AIS):

VLAWMO partners with Ramsey County Soil and Water Conservation Division to monitor for new infestations of aquatic invasive species. In this program, trained volunteers gather aquatic vegetation samples throughout the growing season. This provides the opportunity for early detection, limiting potential infestation or spread to other lakes.

RIPAC AIS training in North Dakota.

#### Macroinvertebrates:

To complement chemistry monitoring, VLAWMO utilizes bio-monitoring at four locations on Lambert Creek and several lake locations including Burder, Deep, and Pleasant Lakes. This data provides a more robust snapshot of the water's health, as the organisms collected have specific water quality needs and habitat preferences. Examining sample content offers clues about the health of the aquatic habitat and the water itself.

This effort utilizes the LeafPack assessment method, a program of the Stroud Water Research Center. VLAWMO's volunteer group, the Watershed Action Volunteers (WAV), assists in collecting samples and submitting data to the Monitor My Watershed (M2W).

Above: Volunteer Brian Tunington collects a macroinvertebrate sample at Deep Lake.

Visit [vlawmo.org/residents](http://vlawmo.org/residents) to learn how you get help take care of the water from home.

# Proposed Motion



Director \_\_\_\_\_ moves to approve the following documents with non-material changes and authorizes final submission to the BWSR and the JPA member communities.

- 2024 Annual Report
- 2024 Annual Report Summary
- 2024 Water Monitoring Report
- 2024 Water Monitoring Summary

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: April 16, 2025

Re: **VI. B. 1.** Consider Landscape Level 2 2025-02 City of White Bear Lake Sports Center Bioswale Grant Application and MOU with the City of White Bear Lake

### Introduction

LL2 2025-02 City of White Bear Lake Sports Center Bioswale

- Applicant: City of White Bear Lake
- Location: White Bear Lake Sports Center (1328 Hwy 96 E, White Bear Lake)
- Project Type: Bioswale
- Total Estimated Project Cost: \$167,422.00
- VLAWMO Grant Recommendation via VLAWMO Birch Lake Subwatershed Fund 3.430 and BWSR Watershed Based Implementation Grant (WBIF): Up to \$89,791.65

### Background

This application proposes a biofiltration swale “bioswale” in the southwestern corner of the White Bear Lake Sports Center, located off of Highway 96 in White Bear Lake. The proposed project drains directly to the southern lobe of Birch lake and would add a bioretention practice in a recommended area from the 2013 Birch Lake Stormwater Retrofit Study, which recommended bioretention with engineered soils and an underdrain in the area.

A feasibility study for the proposed project was completed on November 11, 2024 by SRF Consulting Group, Inc. (SRF) through a partnership between VLAWMO, the City of White Bear Lake, and Ramsey County Soil and Water Conservation Division (RCSWCD). The feasibility work determined retrofitting an existing ditch, adjacent to the Sports Center parking lot, with a biofiltration swale and two pretreatment structures is the best option for the project site to capture stormwater runoff and improve water quality before stormwater reaches Birch Lake. SRF completed two phases of deliverables that included field investigation, pollution reduction modeling, cost estimates, a conceptual design, and construction-ready design plans. Construction-ready designs were completed on February 10, 2025.

SRF estimated the proposed bioswale would provide treatment for a catchment area of 23.3 acres. The estimated annual pollutant reductions are as follows: 2.3 acre-feet reduction in volume (~749,457 gallons), 2,100 pounds of TSS reduced, and 7.3 pounds of total phosphorus reduced. The bioswale would be about 10,800 square feet in size with a pretreatment sump and baffle manhole structure and a rain guardian turret. Amended soils, drain tile, and native plants will be added to the bioswale. The side slopes of the bioswale and an existing channel at the swale outlet will also be stabilized with a vegetated soil lift with native shrubs and riprap.

The applicant obtained nine bids for the project below:

- LinnCo, Inc.: \$388,603.10
- Winberg Companies LLC: \$254,496.38
- Urban Companies: \$246,515.00
- Diversified Drainage: \$239,889.03
- Carl Bolander & Sons: \$237,028.43
- Sunram Construction, Inc: \$233,695.00
- Boulder Creek, Inc: \$230,896.00

- New Look Contracting, Inc: \$207,387.00
- Shoreline Landscaping & Contracting: \$167,422.00

The estimated project costs and proposed grant award are based on Shoreline Landscaping & Contracting’s low bid, which is lower than SRF’s cost estimate of \$306,693.50.

VLAWMO is proposing to utilize grant funding from the BWSR Watershed Based Implementation Funding Program (WBIF) for this project from funding cycles '22-23 and '24-25 totaling about \$44,791.65. The bioswale is located in a priority subwatershed identified in the WBIF approved workplan and was confirmed to be eligible for the funding by BWSR staff. Staff are working on additional possible projects with partners for the remaining grant funding, which would total about \$109,112.26 if this project is approved. VLAWMO staff also propose utilizing the \$45,000 that was budgeted through the Birch Lake subwatershed funds in the Board-approved 2025 budget to share the City of White Bear Lake’s construction costs.

This application was not ready for review at the April 10<sup>th</sup> TEC meeting, however staff provided the TEC an overview of the project on February 12<sup>th</sup> and discussion of potential WBIF funding on March 12<sup>th</sup>, and the TEC did not express any concerns. VLAWMO staff feel that funding in the amount of \$89,791.65 is reasonable to support the project and continue VLAWMO’s partnership with the City of White Bear Lake and RCSWCD, which equates to about 54% of the total project cost.

A Memorandum of Understanding (MOU) for partnering on the construction of the project with the City of White Bear Lake and RCSWCD is attached for Board consideration. Ramsey County has reviewed and signed the MOU and the City of White Bear lake is in the process of signing the MOU. A MOU with both partners’ signatures will be provided to the Board on April 23<sup>rd</sup> for final review and execution. A few highlights of the MOU include:

- RCSWCD providing up to \$12,952 for construction of the project
- VLAWMO and the City splitting the remaining 50% local match up to \$89,791.65 each, with the assumption of a 15% construction contingency
- City of White Bear Lake managing construction contract with selected contractor
- VLAWMO, RCSWCD, and the City participating in meetings for the project
- Shared construction management and observation of the project, with RCSWCD as the lead entity
- VLAWMO and the City Collaboration on public signage for the project

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve funding for the LL2 2025-02 City of White Bear Lake Sports Center Bioswale grant application; approve the MOU between VLAWMO, the City of White Bear Lake, and RCSWCD; and authorize the Board Chair and VLAWMO Administrator to execute the MOU.

Proposed Motion

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to:

1. Approve the Landscape Level 2 grant application 2025-02, not to exceed \$89,791.65 in accordance with VLAWMO staff’s recommendations, and established VLAWMO and BWSR WBIF program guidelines; and
2. Approve the MOU for construction of the White Bear Lake Sports Center swale retrofit project and authorize the Board Chair and VLAWMO Administrator to execute the MOU.

## Attachments

- Grant Application Packet- [https://www.vlawmo.org/index.php/download\\_file/5137](https://www.vlawmo.org/index.php/download_file/5137)
- PowerPoint Slides
- Final Feasibility Study - [https://www.vlawmo.org/index.php/download\\_file/5138/](https://www.vlawmo.org/index.php/download_file/5138/)
- Memorandum of Understanding

# VI. B. 1. White Bear Lake Sports Center Bioswale

## LL2 2025-02 Grant Application

Lauren Sampedro  
Board Meeting  
4/23/2025



**LL2  
2025-02  
Location  
Aerial**





## MOU for Construction of Proposed Grant Application Project



MOU would allow VLAWMO to partner with City of White Bear Lake and Ramsey County SWCD on construction of project, which includes:

VLAWMO share construction costs by providing financial assistance of up to \$89,791.65

City of White Bear Lake manage construction contract and provide up to \$89,791.65

VLAWMO & City collaborate on public signage for project

Ramsey County SWCD lead construction observation & provide up to \$12,592

## Staff Recommendation



VLAWMO staff recommend the Board of Directors

1. Approve the Landscape Level 2 2025-02 City of White Bear Lake Sports Center Bioswale grant application, not to exceed \$89,791.65
2. Approve the attached draft MOU with the City of White Bear Lake and Ramsey County Soil and Water Conservation Division to support the construction of the proposed Sports Center project, and authorize the Board Chair and VLAWMO Administrator to execute the MOU.

## Proposed Motion



It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to:

1. Approve the Landscape Level 2 grant application 2025-02, not to exceed \$89,791.65 in accordance with VLAWMO staff's recommendations, and established VLAWMO and BWSR WBIF program guidelines; and
2. Approve the MOU for construction of the White Bear Lake Sports Center swale retrofit project and authorize the Board Chair and VLAWMO Administrator to execute the MOU.

**Memorandum of Understanding Between  
Vadnais Lake Area Watershed Management Organization, Ramsey County, and  
City of White Bear Lake for WBL Sports Center Swale Retrofit Project**

This Memorandum of Understanding (“**MOU**”) is made and entered into by and between the Vadnais Lake Area Watershed Management Organization, a Minnesota joint powers organization, (“**VLAWMO**”), Ramsey County, a political subdivision of the State of Minnesota (“**County**”), and City of White Bear Lake, a municipal corporation (“**City**”), each acting by and through their duly authorized governing bodies.

WHEREAS, VLAWMO, County, and City entered into a Memorandum of Understanding on August 20, 2024 to define their respective roles in the development and completion of professional design services for the retrofit of a stormwater swale (“**Project**”) adjacent to the White Bear Lake Sports Center parking lot at Birch Lake Boulevard within the Birch Lake subwatershed in the City of White Bear Lake in Ramsey County;

WHEREAS, the professional design services included the preparation of final (100%) construction plans and specifications for the Project;

WHEREAS, VLAWMO, County, and City reviewed and approved the final construction plans and specifications, attached hereto as **Exhibit A**.

WHEREAS, VLAWMO, County, and City mutually desire to complete construction of the Project and, in furtherance thereof, desire that the City prepare the Project bid package and advertisement for bid;

WHEREAS, the City advertised the Project for bid on March 12, 2025 and a bid opening was conducted by the City on April 2, 2025;

WHEREAS, the low bid for construction of the Project is from Shoreline Landscaping & Contracting for a total of \$167,422;

WHEREAS, the City budgeted for its portion of the cost for construction of the Project within its 2025 budget (the “**City Funds**”);

WHEREAS, VLAWMO budgeted for its portion of the cost for construction of the Project within its 2025 annual budget (the “**VLAWMO Funds**”);

WHEREAS, County budgeted \$12,952 within its 2025 budget for construction of the Project (the “**County Funds**”);

WHEREAS, the parties wish to clearly define their respective roles in construction of the Project.

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

1. VLAWMO Responsibilities. VLAWMO authorizes and directs the City to accept the bid from Shoreline Landscaping & Contracting and to enter into the construction contract (“**Contract**”) with Shoreline Landscaping & Contracting on the terms set forth therein, and agrees to do each of the following in connection therewith:
  - a. Contribute VLAWMO Funds and State grant Funds to the cost of the Project in the form of reimbursements to City for the costs thereof; provided the total amount of

- VLAWMO's contributions to those costs not to exceed \$89,791.65, which includes a 15% contingency, unless mutually agreed upon by VLAWMO, County, and City;
- b. Attend meetings and participate in discussions regarding Project construction including any design changes and associated costs;
  - c. Pay invoices received from the City for reimbursement of construction costs within 60 days of receipt;
  - d. Collaborate with the City on signage per the State grant agreement.
2. County Responsibilities. County authorizes and directs the City to accept the bid from Shoreline Landscaping & Contracting and to enter into the Contract with Shoreline Landscaping & Contracting on the terms set forth therein, and agrees to do each of the following in connection therewith:
- a. Contribute County Funds to the cost of the Project in the form of reimbursements to City for the costs thereof; provided the total amount of County's contributions to those costs not to exceed \$12,952 unless mutually agreed upon by VLAWMO, County, and City;
  - b. Attend meetings and participate in discussions regarding general Project construction including any design changes and associated costs;
  - c. Lead construction management and observation on a weekly basis and as needed;
  - d. Pay invoices received from the City for reimbursement of construction costs within 60 days of receipt.
3. City Responsibilities. The City agrees to do the following:
- a. Enter into and manage the Project Contract with Shoreline Landscaping & Contracting, with the City's contribution from City Funds not to exceed \$89,791.65, which includes a 15% contingency, unless mutually agreed upon by VLAWMO, County, and City;
  - b. Invoice VLAWMO and County for their respective shares of the cost for construction services after Project completion;
  - c. Provide for construction observation, when needed;
  - d. Attend meetings and participate in discussions regarding general Project construction including any design changes and associated costs;
  - e. Pay the Contractor in full upon final Project completion and approval by VLAWMO, County, and City;
  - f. Collaborate with VLAWMO on signage per the State grant requirement.
4. Term. This MOU is effective on the date of the last party to execute it. This MOU shall terminate upon completion of the Project and payment for the construction costs incurred as provided herein.
5. Amendments. The terms of this MOU may be changed only by mutual agreement of the parties. Such changes will be effective only on the execution of written amendment(s) signed by duly authorized officers of the parties to this MOU.
6. Termination. Each party has the right to terminate this MOU at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination.
7. Entire Agreement. This MOU constitutes the entire agreement between the parties regarding this matter.

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

**Vadnais Lake Area Watershed  
Management Organization**

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Administrator

Date: \_\_\_\_\_

**Ramsey County**

By: \_\_\_\_\_  
County Manager

Date: \_\_\_\_\_

Recommended for Approval:

By: \_\_\_\_\_  
Director  
Soil and Water Conservation Division  
Ramsey County Parks and Recreation Department

Approved as to form:

By: \_\_\_\_\_  
Assistant County Attorney

**City of White Bear Lake**

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

To: VLAWMO Board of Directors

From: Dawn Tanner, Phil Belfiori, and Connie Taillon

Date: April 16, 2025

Re: **VI. B. 2.** : Consider CPL Grant Agreement, MOU with City of WBL, and Authorize Awarding Quote for Rotary Park Project. Resolution 03-2025

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VLAWMO staff have been working with legal counsel and the City of White Bear Lake to prepare materials for the April VLAWMO Board meeting to allow the Board to:

- Accept and sign an MOU between VLAWMO and the City of White Bear Lake that formalizes partnership for project implementation and maintenance following completion of the 5-year project
- Accept and sign the Conservation Partners Legacy grant contract with MN DNR for years 1 - 4 of the project
- Select a quote and authorize VLAWMO staff to work with legal counsel to prepare a contract with the awarded company

### **Background**

The VLAWMO Board approved submission of a Conservation Partners Legacy (CPL) grant proposal for Rotary Nature Preserve Wetland in August. The proposal used the completed NST Rotary Nature Preserve Wetland - Plant Community Assessment and Management Recommendations as the foundation of the workplan for the grant proposal. VLAWMO staff worked with the City of White Bear Lake to complete a letter of support and the required land manager agreement.

VLAWMO staff were notified that the proposal was selected for funding in December 2024. VLAWMO staff notified the TEC that the project was selected for funding at their meeting in January 2025.

An MOU between VLAWMO and the City of WBL was drafted and signed by the City in February. The MOU specifies party responsibilities related to this 4-year grant effort, following 1-year (year 5) project work, and 10-year initial maintenance partnership. The MOU has been approved by the WBL City Council and signed by the City of WBL.

At the regular meeting on February 12, 2025, the TEC recommended that the Board authorize and sign the grant contract with the MN DNR/CPL program for the Rotary Nature Preserve Wetland Restoration in partnership with the City of WBL, authorize signing the MOU, and to return the fully executed MOU to the City of WBL.

### Request for quotes

VLAWMO has requested quotes, which are required to include the payment of prevailing wages, and worked with legal counsel to provide a recommendation to the TEC and Board to consider and recommend accepting the successful quote.

The quote request was sent to: Critical Connections Ecological Services, Kjolhaug Environmental Services Company, Minnesota Native Landscapes, and Natural Shore Technologies. One of those companies was recently purchased by another, and one declined to quote on the project. We received quotes from Minnesota Native Landscapes (MNL) and Natural Shore Technologies (NST). The quotes are briefly summarized below and attached.

Company	Minnesota Native Landscapes	Natural Shore Technologies
Prevailing wages included	Yes	Yes
Quote provided includes completion of the project as described in the Rotary Nature Preserve Wetland – Plant Community Assessment and Management Recommendations	Yes	Yes
Company has prior experience working at Rotary Park	No	Yes
Cost provided (either range with mean or total)	Not to exceed total = \$127,579	\$100,000- \$150,000

### Operational expectations

Legal counsel has advised VLAWMO that the Board is not required to award the contract to the company that provides the lowest quote. The sealed bid process does not apply to this contract, nor does the lowest responsible bidder requirement. The Board has the authority to award the contract to the company it desires to work with and that it determines is most likely to produce the best outcomes for the project.

The City of White Bear Lake and VLAWMO staff, with support from VLAWMO's legal counsel, recommend accepting the quote received from NST. This quote has the potential to be higher than the quote received from MNL. However, the project will have collaborative oversight with the City of WBL and VLAWMO. The TEC and Board will have the opportunity to approve task orders sequentially throughout the project and can maintain the project within the cost range provided in the quote. Cost savings are possible by continuing to work with the company that drafted the plan for restoration and that is working on related restoration within Rotary Park (prior phases that are already underway or complete and transitioning to maintenance). A holistic maintenance plan for the park also has the potential for considerable cost savings over time. The TEC reviewed the materials provided in this packet at their meeting on April 9, 2025, and approved the recommendation to the Board.

### Recommendation to the Board:

Based on the above-mentioned background and staff/legal counsel/City of White Bear Lake/TEC recommendation, staff request that the Board approve a Resolution 03-2025. recommendation to authorize signing the grant contract with CPL/MN DNR, authorize signing the MOU with the City of White Bear Lake and request staff to return the fully executed MOU to the City, accept the quote received from NST, and authorize VLAWMO staff to work with legal counsel to prepare a contract with NST to complete the restoration elements as identified in their scope and the attached documentation.

### Attachments

1. PowerPoint project presentation
2. MN DNR CPL grant agreement contract -  
[https://www.vlawmo.org/index.php/download\\_file/5120/](https://www.vlawmo.org/index.php/download_file/5120/)
3. MN DNR/CPL grant workplan -  
[https://www.vlawmo.org/index.php/download\\_file/5094/](https://www.vlawmo.org/index.php/download_file/5094/)
4. NST Rotary Nature Preserve Wetland - Plant Community Assessment and  
a. Management Recommendations -  
[https://www.vlawmo.org/index.php/download\\_file/4804/](https://www.vlawmo.org/index.php/download_file/4804/)
5. MOU with the City of WBL Restoration of the Rotary Nature Preserve Wetland
6. Quote from Minnesota Native Landscapes -  
[https://www.vlawmo.org/index.php/download\\_file/5139/](https://www.vlawmo.org/index.php/download_file/5139/)
7. Quote from Natural Shore Technologies -  
[https://www.vlawmo.org/index.php/download\\_file/5140/](https://www.vlawmo.org/index.php/download_file/5140/)
8. Email of support from City of WBL for Recommendation -  
[https://www.vlawmo.org/index.php/download\\_file/5141/](https://www.vlawmo.org/index.php/download_file/5141/)
9. Resolution 03-2025

**VI. B. 1.**

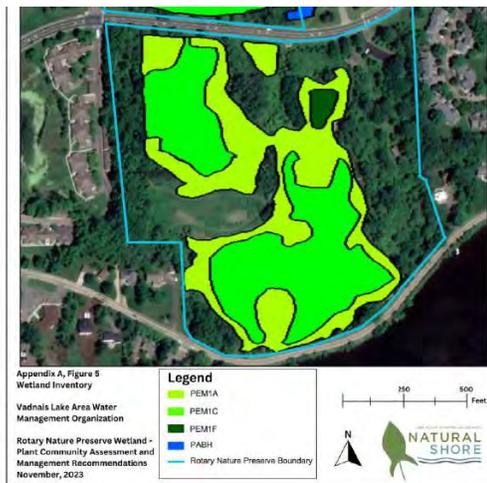
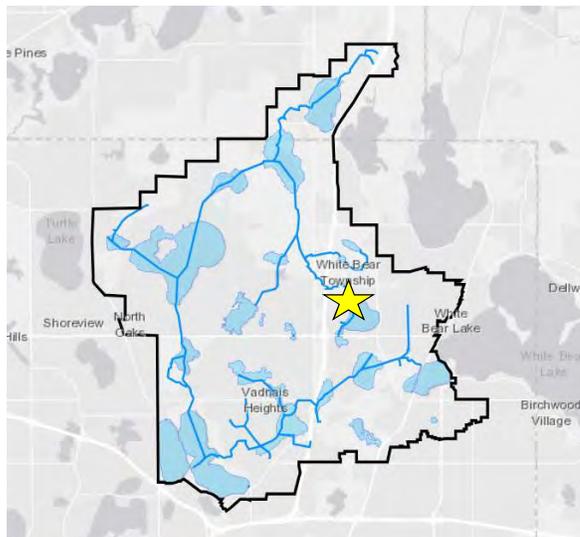
**Consideration of Resolution 03-2025 that authorizes:**

- 1. Minnesota DNR Conservation Partners Legacy (CPL) grant agreement contract for Rotary Park Restoration;**
- 2. Rotary Park project MOU with City of White Bear Lake**
- 3. Approve quote and authorize staff to work with legal counsel to contract with selected contractor for Rotary Park restoration project**

**April 23, 2025  
VLAWMO Board Meeting**



## Background: Rotary Nature Preserve location



Rotary Nature Preserve - Plant Community Assessment and Management Recommendations  
Natural Shore Technologies  
November 28, 2023

## Background: Rotary Nature Preserve wetland restoration

- NST Rotary Nature Preserve Wetland - Plant Community Assessment and Management Recommendations (study) completed in 2023
- VLAWMO Board approved submission of a CPL grant proposal in August, based on activities and sequencing identified in study
- Grant proposal submitted in partnership with the City of White Bear Lake
- VLAWMO and City staff were notified that the proposal was selected for funding in December 2024

## Background: CPL grant and project

- Grant funding is \$110,250
- Cash match from the City and VLAWMO is \$9,750 (to be shared equally between VLAWMO and the City)
- \$2,500 in-kind contribution by VLAWMO
- Over 4 years of the 5-year project
- 5<sup>th</sup> year will be budgeted and shared equally between VLAWMO and the City

## Background: Preparation to accept grant

- VLAWMO staff notified the TEC that the project was selected for funding at their meeting in January 2025
- VLAWMO Staff and the City of WBL continued working together to prepare materials and grant contract with MN DNR
- Grant contract has been emailed to Administrator Belfiori and Board Chair Lindner and is ready for signature

## Background: Preparation to accept grant/MOU

- MOU between VLAWMO and the City of WBL
  - 4-year grant effort
  - following 1-year project work
  - 10-year initial maintenance partnership
- MOU has been approved by the WBL City Council and signed by the City of WBL

## Background: TEC recommendation

- At the regular meeting on February 12, 2025:
  - TEC recommended that the Board to authorize and sign the grant contract with the MN DNR/CPL program for the Rotary Nature Preserve Wetland Restoration in partnership with the City of WBL
  - Recommended authorize signing the MOU and returning the fully executed MOU to the City of WBL

## Background: Quotes

- VLAWMO staff worked with legal counsel to request quotes and provide a recommendation that is supported by the City of WBL to the VLAWMO Board
- 2 quotes received, provided in full in the Board packet

Company	Minnesota Native Landscapes	Natural Shore Technologies
Prevailing wages included	Yes	Yes
Quote provided includes completion of the project as described in the Rotary Nature Preserve Wetland - Plant Community Assessment and Management Recommendations	Yes	Yes
Company has prior experience working at Rotary Park	No	Yes
Cost provided (either range with mean or total)	Not to exceed total = \$127,579	\$100,000- \$150,000

## Background: Quotes

- Legal counsel advised that the Board is not required to award the contract to the company that provides the lowest quote. The sealed bid process does not apply to this contract, nor does the lowest responsible bidder requirement. The Board has the authority to award the contract to the company it desires to work with and that it determines is most likely to produce the best outcomes for the project
- City of WBL email of support for the recommendation provided in the packet

## Background: TEC recommendation

- At the regular meeting on April 11, 2025:
  - Reviewed package of materials updated to include quotes received and recommendation
  - TEC reviewed materials included in the Board packet and provided a recommendation for support at the April 9, 2025, meeting

## Attachments

- MN DNR/CPL grant agreement contract with attached workplan (linked)
- NST Rotary Nature Preserve Wetland - Plant Community Assessment and Management Recommendations (linked)
- MOU with the City of WBL Restoration of the Rotary Nature Preserve Wetland
- Quote from Minnesota Native Landscapes
- Quote from Natural Shore Technologies
- Email of support from City of WBL for Recommendation

## Recommendation: Resolution 03-2025

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

1. The VLAWMO Board authorizes the Board Chair and Administrator to sign the grant contract with the Conservation Partners Legacy Program with the Minnesota Department of Natural Resources;
2. The VLAWMO Board authorizes the Board Chair to fully execute the MOU with the City of White Bear Lake for the project and authorizes staff to return the fully executed MOU to the City.
3. The VLAWMO Board authorizes VLAWMO staff to work with legal counsel to accept the quote received by Natural Shore Technologies (NST) and prepare and execute a contract with NST to allow restoration work to commence.

**Memorandum of Understanding Between the City of  
White Bear Lake and the Vadnais Lake Area Water Management  
Organization Regarding Restoration of the Rotary Nature Preserve Wetland**

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

**RECITALS**

- A. The City and VLAWMO have partnered successfully on three sequential, prior phases of restoration at the Rotary Nature Preserve (“**Rotary Park**”), including upland and buffer areas, most recently including formal partnership into 2025.
- B. The City and VLAWMO partnered to complete a 5-year (2025-2029) Rotary Park wetland vegetation management plan and budget sheet, which is attached hereto as Exhibit A, (“**Study**”) for the restoration of 21 acres of wetland in Rotary Park (“**Project**”) with the contractor (“**Contractor**”) selected to conduct the Project.
- C. The City Council considered the Study at its March 28, 2023 meeting and agreed to move forward with the Study and Project (Resolution No. 13171).
- D. The completed Study was presented to the VLAWMO Board at its February 21, 2024 regular meeting, and submission of the grant proposal to complete the work described in the Study was authorized by the VLAWMO Board at its August 28, 2024 regular Board meeting:
 

Director Rafferty moved and Director Riedesel seconded authorization of VLAWMO and the City of WBL to submit a grant proposal to CPL for restoration of wetlands in Rotary Park, consistent with the prioritization study and budget prepared by NST, to begin in 2025.
- E. VLAWMO, in partnership with the City, submitted a Conservation Partners Legacy (CPL) grant (“**Grant**”) proposal with the Minnesota Department of Natural Resources that requested funding to complete four years of the phased activities described in the Study.
- F. The Grant provides \$110,250 in grant funding and requires an in-kind/cash match from the City and VLAWMO of \$12,250 (\$9,750 cash match to be shared equally between VLAWMO and the City and \$2,500 in-kind contribution by VLAWMO).
- G. The City and VLAWMO were notified in December 2024 that the Grant proposal was selected for funding and are in the process of taking the steps necessary to accept the Grant (as of January 2025).
- H. The City and VLAWMO included funding for the cash match portion of the Grant in the current 2025 budgets and commit to including funding for the remaining years identified in the Grant agreement through and including the 2028 annual budget.
- I. The City and VLAWMO also commit to including funding in their respective budgets and working together in good faith to develop an agreement, at a later date, for year five (2029) work as defined in the approved Study.

- J. Annual maintenance for the Project, estimated at \$4,000-\$8,000 in the Study, would begin in year six (2030).
- K. Both parties wish to clearly define their respective roles in implementing the activities described in the Grant workplan.

### AGREEMENT

In consideration of the mutual promises made herein, the parties agree as follows:

1. City Responsibilities. City agrees to do each of the following:
  - a. Collaborate to provide input to VLAWMO for Project management and oversight.
  - b. Attend meetings and participate in discussions related to Project planning.
  - c. Approves the activities in the Grant workplan to be conducted on Rotary Park.
  - d. Provide land access to VLAWMO and the Contractor to conduct the Project as set out below.
  - e. Provide Project outreach and education including but not limited to erecting signage.
  - f. Reimburse VLAWMO for 50% of cash match (\$9,750 total cash match; 50% = \$4,875).
  - g. Work together in good faith to develop an agreement, at a later date, for year five (2029) work as defined in approved Study.
  - h. Work together in good faith to develop an agreement, at a later date, for the initial 10 years of maintenance (2030-2039) of the Project, as defined in approved Study. Partners plan to share maintenance costs 50/50, with an anticipated amount not-to-exceed \$8,000 per year, unless an increase is mutually agreed upon by both partners to accommodate specific needs identified by the contractor conducting maintenance at the site.
  - i. Contract for the initial 10 years of maintenance (2030-2039) of the Project.
  - j. Prepare and provide an invoice annually for reimbursement to VLAWMO for 50% of the maintenance costs.
  
2. VLAWMO Responsibilities. VLAWMO agrees to do each of the following:
  - a. Project management and oversight of Grant workplan activities.
  - b. Enter into a contract/letter agreements for each of the four years of the Grant (2025-2028) with the Contractor to complete the Project and pay for services included in the contract.
  - c. Complete grant administration and reporting.
  - d. Attend meetings and participate in discussion related to Project planning.
  - e. Assist the City with Project outreach and education.
  - f. Conduct, document, and submit documentation to CPL for the in-kind match of \$2,500.
  - g. Prepare and provide an invoice for reimbursement to the City for 50% of cash match (\$9,750 total cash match; 50% = \$4,875).
  - h. Work together in good faith to develop an agreement, at a later date, for the year five (2029) work as defined in approved Study.
  - i. Work together in good faith to develop an agreement, at a later date, for the initial 10

years of maintenance (2030-2039) of the Project, as defined in approved Study. Partners plan to share maintenance costs 50/50, with an anticipated amount not-to-exceed \$8,000 per year, unless an increase is mutually agreed upon by both partners to accommodate specific needs identified by the contractor conducting maintenance at the site.

3. License for Access. The City hereby grants VLAWMO, the Contractor, and their respective employees and agents a license to access Rotary Park at all reasonable times and as may reasonably be needed to undertake and complete the work on the restoration project as described in the Grant workplan and in the Study.
4. Term. This MOU is effective on the date of the last party to execute it. This MOU shall terminate upon completion and successful close-out of the Grant.
5. Legal Compliance. Each party is responsible for complying with all applicable federal, state, and local laws, rules, regulations, and ordinances in carrying out their respective obligations under this MOU.
6. Entire Agreement; Amendments. This MOU constitutes the entire agreement between the parties regarding this matter. No amendments to this MOU are valid unless they are in writing and signed by both parties.

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

**City of White Bear Lake**

**Vadnais Lake Area Watershed  
Management Organization**

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Administrator

Date: Feb 13, 2025

Date: \_\_\_\_\_

**VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION**  
Resolution No. 03-2025

**RESOLUTION AUTHORIZING THE SELECTION OF A CONTRACTOR  
AND ENTERING INTO AN AGREEMENT FOR THE ROTARY  
NATURE PRESERVE WETLAND RESTORATION PROJECT**

WHEREAS, the Vadnais Lake Area Water Management Organization (“VLAWMO”) entered into a Memorandum of Understanding (“MOU”) with the City of White Bear Lake to work cooperatively on a multi-phase project to improve the Rotary Nature Preserve, including the upland and buffer areas of the property (“Rotary Project”);

WHEREAS, to help facilitate wetland restoration as part of the Rotary Project, VLAWMO developed a five-year work plan for the Rotary Nature Preserve Wetland Restoration Project (“Restoration Project”), sought, and received a Conservation Partners Legacy Grant from the Minnesota Department of Natural Resources in the amount of \$110,250 for four of the five years of the project;

WHEREAS, the total cost for the grant-funded portion of the Restoration Project is \$122,500, which means the required match amount is \$12,250;

WHEREAS, VLAWMO and the City of White Bear Lake have agreed to share project costs equally;

WHEREAS, VLAWMO and the City of White Bear Lake have agreed to budget for and share equally the costs of year five of the project (which is not included in the grant);

WHEREAS, VLAWMO requested and received two written quotes from contractors for the Restoration Project, the TEC and City of WBL have reviewed, and a recommendation for a contractor has been provided to the VLAWMO Board to accept the quote from Natural Shore Technologies.

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

1. The VLAWMO Board authorizes the Board Chair and Administrator to sign the grant contract with the Conservation Partners Legacy Program with the Minnesota Department of Natural Resources.
2. The VLAWMO Board authorizes the Board Chair to fully execute the MOU with the City of White Bear Lake for the project and authorizes staff to return the fully executed MOU to the City.
3. The VLAWMO Board authorizes VLAWMO staff to work with legal counsel to accept the quote received by Natural Shore Technologies (NST) and prepare and execute a contract with NST to allow restoration work to commence.

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

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

Adopted this \_\_\_ day of April 2025.

**BY THE VLAWMO BOARD**

\_\_\_\_\_  
Chairperson

Attest: \_\_\_\_\_  
Secretary-Treasurer

To: VLAWMO Board of Directors  
From: Dawn Tanner and Phil Belfiori  
Date: April 16, 2025  
Re: **VI. B. 3.:** Consideration of 319 Update Work Plan for Phase 2 Project(s)

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VLAWMO staff are working closely with project partners and MPCA to prepare a work plan for phase 2 in the Small, Priority Watershed grant program. MPCA requested a work plan by May 1, 2025. VLAWMO staff are preparing the work plan (attached). Project feasibilities have provided preliminary information for possible projects on either the north or south side of Wilkinson Lake, or possibly both. North Oaks Company/North Oaks Farms (NOC) is the landowner of the possible locations for the project(s). NOC prepared a letter of support and email addendum (attached) that include permission for land access, which will be formalized through either a temporary access agreement or project easement.

MPCA will be presenting the Group B package of projects (of which VLAWMO is a member) for the Small, Priority Watershed grant program to the EPA following aggregation of the cohort work plans. MPCA received a notification from EPA regarding project budget levels. That information was provided to VLAWMO. The anticipated project budget is: \$516,986.44 total project cost of which \$310,191.44 is grant funds and \$206,795 is cash/in-kind match. VLAWMO will be notified in late summer/fall as to the status of the program, funding levels, and preparation of a grant contract. The grant contract will include the work plan and be presented to the TEC and Board once/if it has been received by VLAWMO.

**Recommended Action:**

VLAWMO staff request that the Board approve the MPCA Work Plan for 319 Grant Phase 2 Project(s) (attachment 2 in Board packet) with non-material changes and authorize submittal of the work plan to the MPCA, by the May 1, 2025, deadline.

**Proposed Motion**

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds approval of the MPCA Work Plan for 319 Grant Phase 2 Project(s) (attachment 2 in Board packet) with non-material changes and authorize submittal of the work plan to the MPCA, by the May 1, 2025, deadline.

**Attachments:**

1. PowerPoint slides
2. MPCA Work Plan
3. Letter of support from NOC - [https://www.vlawmo.org/index.php/download\\_file/5142/](https://www.vlawmo.org/index.php/download_file/5142/)
4. Email addendum to letter of support from NOC - [https://www.vlawmo.org/index.php/download\\_file/5143](https://www.vlawmo.org/index.php/download_file/5143)

**VI. B. 3.****Consideration of the 319 Work Plan Preparation  
for Phase 2 Project(s)**

**Dawn Tanner**  
**April 23, 2025**  
**VLAWMO Board Meeting**

**Background: 319 Small, Priority Watershed program phase 1**

- VLAWMO is part of the 319 Small, Priority Watershed program that is a 16-year program funded by the EPA and administered by the MPCA
- VLAWMO's phase 1 project was the Wilkinson deep-water wetland, constructed in 2023 with vegetation enhancement in 2024-2025



## Background: 319 Small, Priority Watershed program phase 2

- VLAWMO staff are working closely with project partners and MPCA to prepare a work plan for phase 2 that is scheduled for funding during fall/winter 2025
- MPCA requested a work plan by May 1, 2025 (draft attached in packet)
- Project feasibilities have provided preliminary information for possible projects on either the north or south side of Wilkinson Lake, or possibly both
- North Oaks Company/North Oaks Farms (NOC) is the landowner of the possible locations for the project(s). NOC prepared a letter of support and email addendum (attached) that include permission for land access, which will be formalized through either a temporary access agreement or project easement

## Background: Locations

- Completed project (phase 1 in blue)
- Potential projects (phase 2 in yellow)



## Background: Feasibilities

- North side potential project(s): Being investigated by ISG, with NOC, VLAWMO, and Lino Lakes
- South side potential project(s): Completed initial feasibility with SEH and task order 2 for survey/geotechnical (with funding support from RC SWCD), erosion repair at road crossing initial design prepared by HEI



## Next steps

- MPCA will be presenting the Group B package of projects to the EPA following aggregation of the cohort work plans
- MPCA received a notification from EPA regarding project budget levels:

Grant funds	Cash/in-kind match	Project total
\$310,191.44	\$206,795	\$516,986.44

- VLAWMO will be notified in late summer/fall as to the status of the program, funding levels, and preparation of a grant contract

## Attachments

1. MPCA Work Plan draft
2. Letter of support from NOC
3. Email addendum to letter of support from NOC

## Recommended Action

VLAWMO staff request that the Board approve the MPCA Work Plan for 319 Grant Phase 2 Project(s) (attachment 2 in Board packet) with non-material changes and authorize submittal of the work plan to the MPCA, by the May 1, 2025, deadline.

## Proposed Motion

Director \_\_\_\_\_ moves and Director \_\_\_\_\_ seconds approval of the MPCA Work Plan for 319 Grant Phase 2 Project(s) (attachment 2 in Board packet) with non-material changes and authorize submittal of the work plan to the MPCA, by the May 1, 2025, deadline.

# Attachment A Project Workplan and Budget

Doc Type: Contract

SWIFT Contract number: 206734

Agency Interest ID: 192051?

Activity ID:

**Project title:** Wilkinson, Tamarack, and Birch Lakes: Wilkinson Lake Stormwater Spine Phase II**1. Project summary:****Organization:** Vadnais Lake Area Water Management Organization (VLAWMO)**Contractor contact****name:** Dawn Tanner**Title:** Program Development Coordinator**Address:** 800 East County Road E, Vadnais Heights, MN 55127**Phone:** 651-204-6074**Email:** dawn.tanner@vlawmo.org**Minnesota Pollution Control Agency (MPCA) contact:****MPCA project****manager:** Kate MacDonald**Title:** Environmental Specialist**Address:** 520 Lafayette Road North, St Paul, MN 55155**Phone:** 651-757-2453**Email:** Kate.MacDonald@state.mn.us**Brief project summary**

A detailed, Nine Key Element document was developed for Wilkinson, Birch, and Tamarack Lakes, and approved for funding by the U.S. Environmental Protection Agency. Wilkinson Lake is impaired for nutrients. A suite of projects is needed to reduce nutrient loading to the lake to work to meet water quality standards. The project that was completed during VLAWMO's phase 1 of the small, priority watershed program was a deep-water wetland and regional project, which treats water from multiple communities (including multiple reaches) from upstream that converge a critical location for maximum benefit, that was constructed on the south side of Wilkinson Lake. That project was the first project in a planned stormwater spine. For phase 2, VLAWMO is continuing with that effort and working to construct a Best Management Practice (BMP) or a series of variable-sized BMPs (e.g., deep-water wetland/wetland restoration, bends of a meander, ponding/plunge pools/forebay, linear treatment feature, erosion control/repair, habitat improvement, raingarden(s) (bioretention or infiltration), and/or streambank stabilization) either on the north or south side of Wilkinson Lake or a combination of both. Locations to the north and south have been the focus of completed feasibility studies and partnership planning. Both locations have construction challenges that have been identified. Current continued on-site technical analysis efforts are focused on working to address those challenges and identifying final project components.

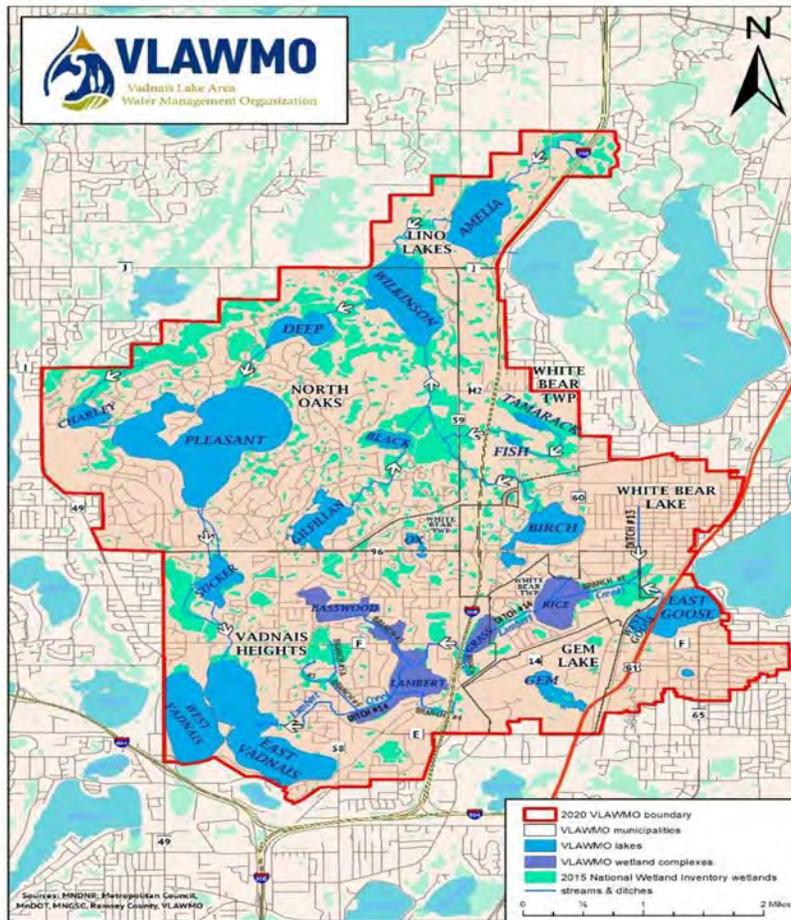
Wilkinson and Tamarack Lakes are impaired for nutrients. Wilkinson Lake has an approved Total Maximum Daily Load (TMDL) and completed feasibility studies. Tamarack Lake is currently moving into phase 3 (of 4) of an alum treatment to improve water-quality in this impaired lake. Birch Lake has good water quality and a designation of "protection" in the Vadnais Lake Area Watershed. Birch and Tamarack Lakes flow into Wilkinson Lake. See

Watershed Figure (Figure 1) for locations and context of the first-phase project (completed) and second-phase project site(s) (Figure 2).

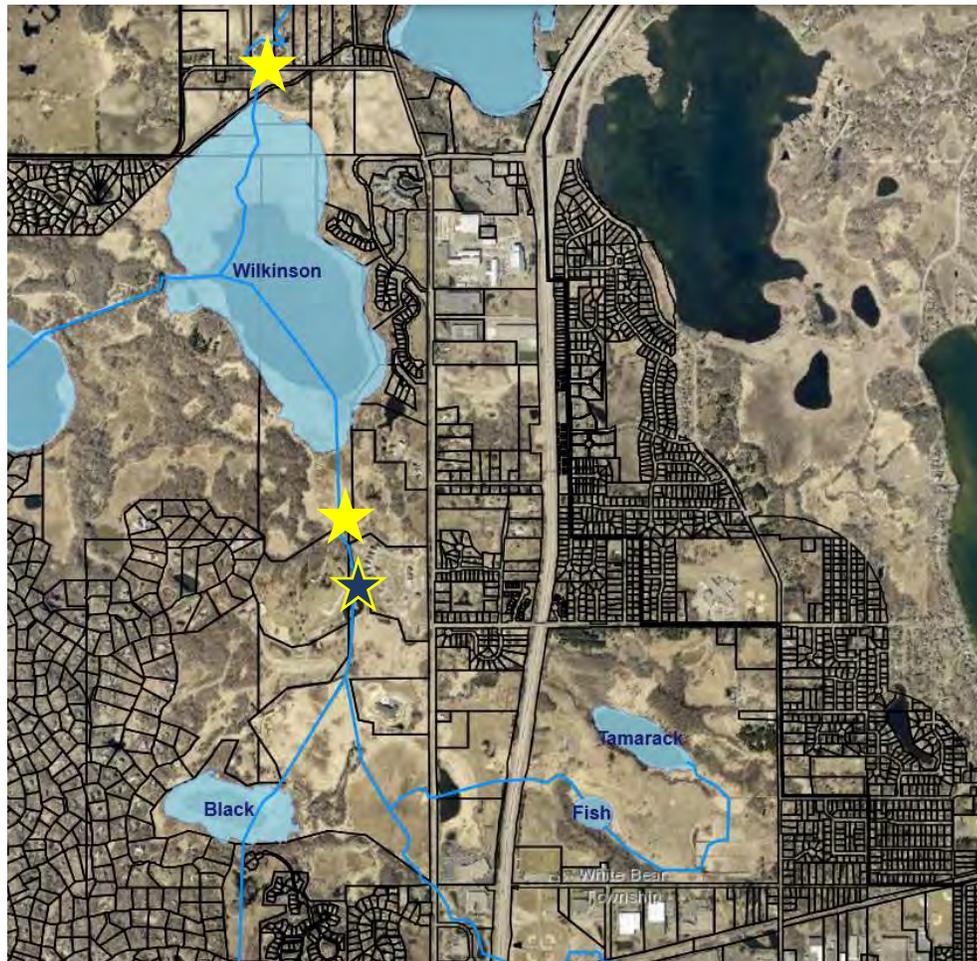
The project that is the focus of this grant phase is a component in a connected network of BMPs that is adding onto the phase 1, completed project. The collection of projects is referred to as the Wilkinson Lake Stormwater Spine. Phase II of the spine includes ponding /treatment BMP(s) to treat regional drainage before discharge into Wilkinson Lake. The overall goal of the Stormwater Spine is to improve water quality in Wilkinson Lake by reducing loading of nutrients and sediment.

The potential location(s) for the second phase of the Wilkinson Lake Stormwater Spine were selected as regionally important to strategically treat water prior to entering Wilkinson Lake; Wilkinson Lake receives water from Tamarack and Birch Lakes through an extensively channelized system. Target areas are important in a largely developed watershed and provide key locations, where the majority of subwatershed runoff flows through agricultural/private ditch systems prior to entering Wilkinson Lake. The North Oaks Company/North Oaks Farms (NOC) was a primary project partner for the first-phase project. NOC is the landowner of area surrounding Wilkinson Lake to the north and south. NOC has provided a letter of support to the VLAWMO Board of Directors stating their support and desire to collaborate with VLAWMO again in completing the second-phase project. Parcels to the north and south have been identified for placement of a BMP or combination of BMPs. NOC is the owner of those parcels and has stated their desire to allow construction on the identified parcels and to proceed with VLAWMO to secure construction and maintenance easements as designs and project boundaries are provided in the BMP design process.

**Figure 1:** Vadnais Lake Area Watershed. Note the locations of Wilkinson, Tamarack, and Birch Lakes.



**Figure 2:** Locations and context of the first-phase project (completed, dark blue star) and second-phase (potential) approximate project site(s) (yellow stars). Additional sites for raingardens may be identified using resources provided in the approved NKE document.



## 2. Workplan detail

### Objective 1: Engineering to complete design and permitting

#### Task A: Complete any remaining survey, soil testing, project permitting and project design

**Subtask 1:** Working with engineering team, complete any remaining on-site technical analysis including survey and soil testing to inform project footprint and design

**Subtask 2:** Using footprint and design, determine access routes, staging and construction areas to inform boundaries in temporary construction and extended maintenance easements. Work with legal counsel and landowners to prepare and finalize access rights/easement(s) and maintenance agreement. Incorporate additional stakeholders (e.g., Minnesota Land Trust) as appropriate

**Subtask 3:** VLAWMO staff work with engineering team to facilitate design process, coordinate partner communication, and obtain permits. Coordinate with and incorporate recommendations of legal counsel. Incorporate revisions to process and planning. Conduct project communication and communicate with stakeholders

**Responsible Staff:** VLAWMO staff: Administrator, Program Development Coordinator, and Communications & Outreach Coordinator

**Task B:** Plan/spec development

**Subtask 1:** Working with engineering team, complete preliminary plan/spec. and related documents

**Subtask 2:** Conduct project communications and public engagement

**Subtask 3:** Working with engineering team and project partners, complete design to ~80/90%

**Subtask 4:** Receive and incorporate feedback from permitting authorities, make any necessary changes, and prepare final designs and specs

**Subtask 5:** Develop contract between owner and contractor, facilitate bid/quote process, select contractor, finalize contract, and provide notice to proceed for construction

**Subtask 6:** VLAWMO staff work with engineering on revisions to plan/specs, conduct partner/stakeholder meetings, and continue project communication including website and local press articles

**Responsible Staff:** VLAWMO staff: Administrator, Program Development Coordinator, and Communications & Outreach Coordinator

**Objective 1 Deliverables:** Final plans and specs, articles and web links for project announcements and updates, request for bid/quote package(s), determination for selection of contractor(s)

**Objective 2:** BMP(s) implementation/construction

**Task A:** Project construction will include a minimum of one stormwater spine BMP to the north, south, or both sides of Wilkinson Lake

BMP Implementation	Goal	Units
North side options include: deep-water wetland/wetland restoration, ponding/plunge pool/forebay, linear treatment feature, erosion control, raingarden(s) (bioretention or infiltration), and/or habitat improvement	1200	Square feet
South side options include: deep-water wetland, bends of a meander, ponding/plunge pool, erosion control/repair, habitat improvement, raingarden(s) (bioretention or infiltration), and/or streambank stabilization	1200	Square feet
*At a minimum of 1 stormwater spine BMP will be included on the north, south, or both locations		

**Subtask 1:** Site prep

**Subtask 2:** Construction initiated through completion

**Subtask 3:** Site stabilization

**Subtask 4:** VLAWMO staff conduct site visits and coordinate with engineering team as needed

**Responsible Staff:** VLAWMO staff: Administrator and Program Development Coordinator

**Task B:** Engineering oversight and inspection

**Subtask 1:** Oversight and inspection conducted, recorded, and compiled

**Subtask 2:** Final As-Built provided

**Responsible Staff:** VLAWMO staff: Administrator and Program Development Coordinator

**Objective 2 Deliverables:** As-Built for constructed BMP(s)

**Objective 3:** Monitoring for the effectiveness of BMP and maintenance

**Task A:** Post-project water-quality monitoring conducted above, below, and at the location of implemented BMPs. Data collected will include TP and TSS

**Task B:** initiate maintenance to be carried out as required. May be in partnership between VLAWMO and other partners. Maintenance may include treatment of invasive plant species, vegetation enchantment, and/or repair/stabilization of minor erosion needs

**Objective 3 Deliverables:** Technical memo summarizing post monitoring data and analysis

**Responsible Staff:** VLAWMO staff: Administrator, Program Development Coordinator, and Water Resources Manager

**Objective 4:** Project Management and VLAWMO staff in-kind contribution

**Task A:** Administration and Reporting:

**Subtask 1:** Facilitate project management and partner interactions

**Subtask 2:** Track project activities and budget according to project work plan

**Subtask 3:** Complete e-LINK reporting requirements

**Subtask 4:** Track grant budget, matching funds, and expenditures for grant

**Subtask 5:** Compile, organize, and submit invoices according to grant requirements

**Subtask 6:** Authorize payment of bills for grant expenses

**Subtask 7:** Obtain matching funds documentation

**Subtask 8:** Prepare and submit semi-annual. The terms of which are: Submit to the MPCA for review and approval semi-annual reports in a format prescribed by the State. Semi-Annual Reports shall be due to the State each February 1 and August 1 during the life of the Agreement. The January 1 - June 30 reporting period will be addressed in the August 1 report; the July1 - December 31 reporting period will be addressed in the February 1 report.

**Subtask 9:** final reports according to the grant agreement, the terms of which are to submit the final report 30 days prior to end of contract

**Objective 4 Deliverables:** Report BMP accomplishments and pollutant reductions in e-LINK program. Submit invoices and reports according to the grant agreement

**Responsible Staff:** VLAWMO staff: Program Development Coordinator and Administrator

### 3. Measurable outcomes

BMP/Activity	TSS Reduction (t/yr)	TP Reduction (lb/yr)	TN Reduction (lb/yr)
North side options include: deep-water wetland/wetland restoration, ponding/plunge pool/forebay, linear treatment feature, erosion control, raingarden(s) (bioretention or infiltration), and/or habitat improvement	0.5 t/yr *	10 lb/yr *	
South side options include: deep-water wetland, bends of a meander, ponding/plunge pool, erosion control/repair, habitat improvement, raingarden(s) (bioretention or infiltration), and/or streambank stabilization	0.5 t/yr *	10 lb/yr *	
*At a minimum, 1 stormwater spine BMP will be included on the north, south, or both locations			
<b>Total estimated reductions</b>			

\* Load reductions are based on preliminary feasibility information and are subject to change depending upon project final composition, design, and footprint. Updated load reductions will be shared by VLAWMO staff with MPCA as project designs are advanced and modeled reductions are available.

### 4. Project budget

	Grant	Match (cash)	Match (in-kind)	Total
Objective 1. Engineering to complete design and permitting	\$74,445.44	\$21,093	\$8,685	\$104,223.44
Objective 2. BMP(s) implementation/construction	\$226,440	\$149,410	\$8,685	\$384,535
Objective 3. Monitoring for the effectiveness of BMP and maintenance	\$9,306	\$5,273	\$4,343	\$18,922
Objective 4. Admin	\$0	-	\$9,306	\$9,306
<b>Total</b>	<b>\$310,191.44</b>	<b>\$175,776</b>	<b>\$31,019</b>	<b>\$516,986.44</b>

**\*Staff rates shall not exceed the following hourly rates:**

Staff #1: Administrator	\$105.77	Staff #4: Water Resources Manager	\$74.24
Staff #2: Program Development	\$71.45	Staff #5:	\$0.00

Coordinator		
Staff #3: Communications & Outreach Coordinator	\$51.17	Staff #6 \$0.00

\*No classifications beyond those listed here shall perform work for the project without prior written approval from the MPCA.

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**Agenda item VI. C. 1.****Consideration of Long Range Partnership Projects Table and Long Range Budgeting Discussion**

Phil Belfiori  
VLAWMO Board meeting  
April 23, 2025

**Agenda and Purpose of Today's discussion**

- Agenda for this item:
  - Consideration of Long Range partnership projects table - **attachment#1**
  - Discussion on long range budgeting graphs

## Introduction : Discussion on Long Range Partnership Projects Table- **See Attachment #1**



- Seeking direction from Board today in establishing high level long range planning of partnership based projects to provide high level guidance for the upcoming 2026 budget process.
- To start in this table development process, staff used the list of possible projects as was discussed as part of the approved long range project table one year ago. The long range project table was then updated based on input from the stakeholder feedback.
- This first version of the rough draft table was sent to 11 city /partner staff from:
  - City of White Bear Lake (Connie T)
  - City of Vadnais Heights (Jim H.)
  - City of Gem Lake (Jim L.)
  - City of Lino Lakes (Tom and Mike G.)
  - City of North Oaks (Kevin K. and Corry T.)
  - White Bear Township (Dale R. and Pete T.)

*Vadnais Lake Area Water Management Organization*

## Background : Discussion on Draft Long range Partnership projects table



- NOHOA (Damien L., Susan M. and Kristie E.)
- St. Paul Water (Jeremy and Justine)
- Ramsey County Public Works (Molly C.)
- Ramsey Conservation Division (Ann W.)
- North Oaks Company (Don P. and Lauren)
- Staff then held separate meetings with each of the above-mentioned staff in Feb/March 2025.
- The draft long range table was then sent to all 6 VLAWMO Directors for review and comment. (staff met with 4 of the directors to discuss)
- The attached long range partnership table has incorporated or considered the feedback from these discussions with Directors and partners staff.
- The attached table also was reviewed and discussed the Board subcommittee on April 3, 2025 and the subcommittee identified that the draft long range table (attachment 1) generally is a good approach for long range partnership planning.

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## Summary of draft projects included in draft table- see table attachment 1



- The focus of the project table is to maintain momentum to implement large scale partnership-based CIP-type regional Projects over the next 10 years and keep the fund balance at required levels per Board policy.
- In interest of time, staff will not specifically discuss each of the partnership projects listed in attachment 1.
- Does the Board have any questions or wish to discuss any of the partnership projects listed in long range table?
  - Gem Lake Subwatershed
  - Lambert Subwatershed
  - Goose Lake Subwatershed
  - Birch Lake Subwatershed
  - Gilfillan-Tamarack-Black-Wilkinson-Amelia
  - Pleasant-Charley-Deep Lakes
  - Sucker-East & West Vadnais Lakes

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## Summary of draft projects included in draft table



### Watershed Wide Partnerships Programs

- VLAWMO cost shares
- Groundwater Quantity cost share program
- Assist MS 4 programming /implementation
- 10 year watershed management plan (3<sup>rd</sup> final year of development )
- Maintenance and operation (built projects)
- BWSR WBF grant (match)

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## Long range budgeting discussion based on long range partnership table



The following graphs to further examine long range budget planning /forecasting and to inform the discussion on the 2026 preliminary draft budget (next on this tonight's agenda)

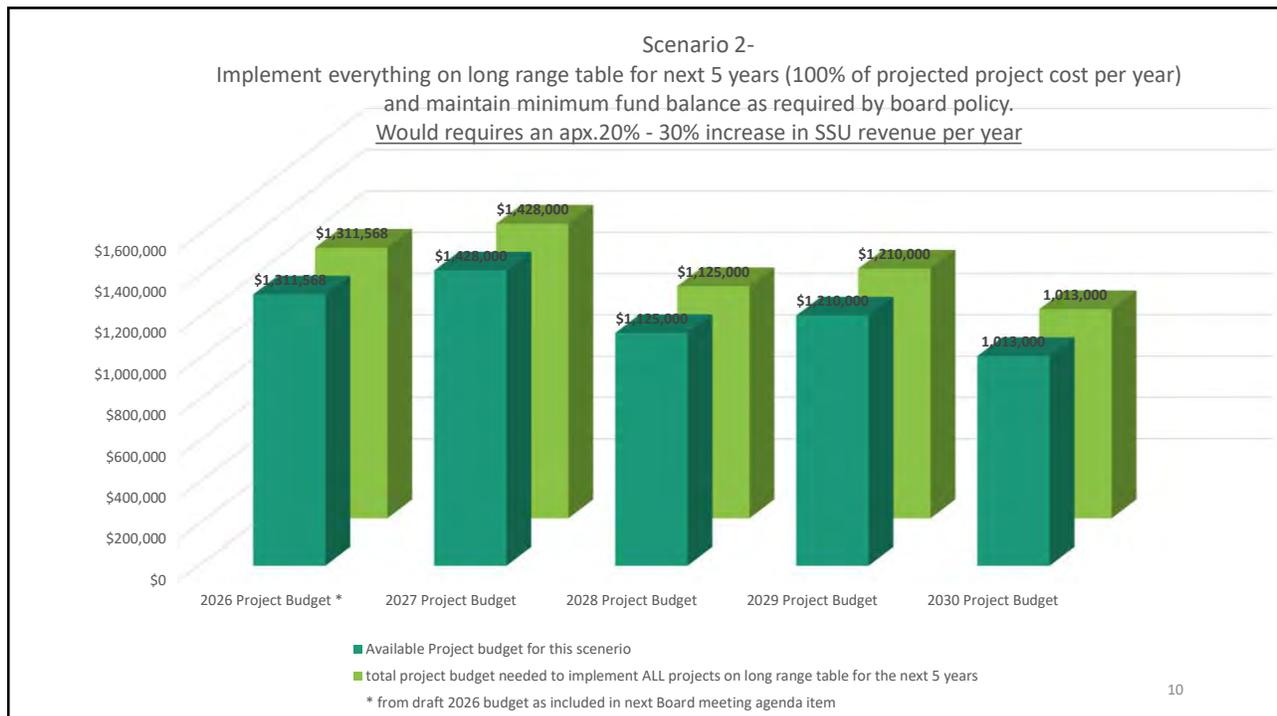
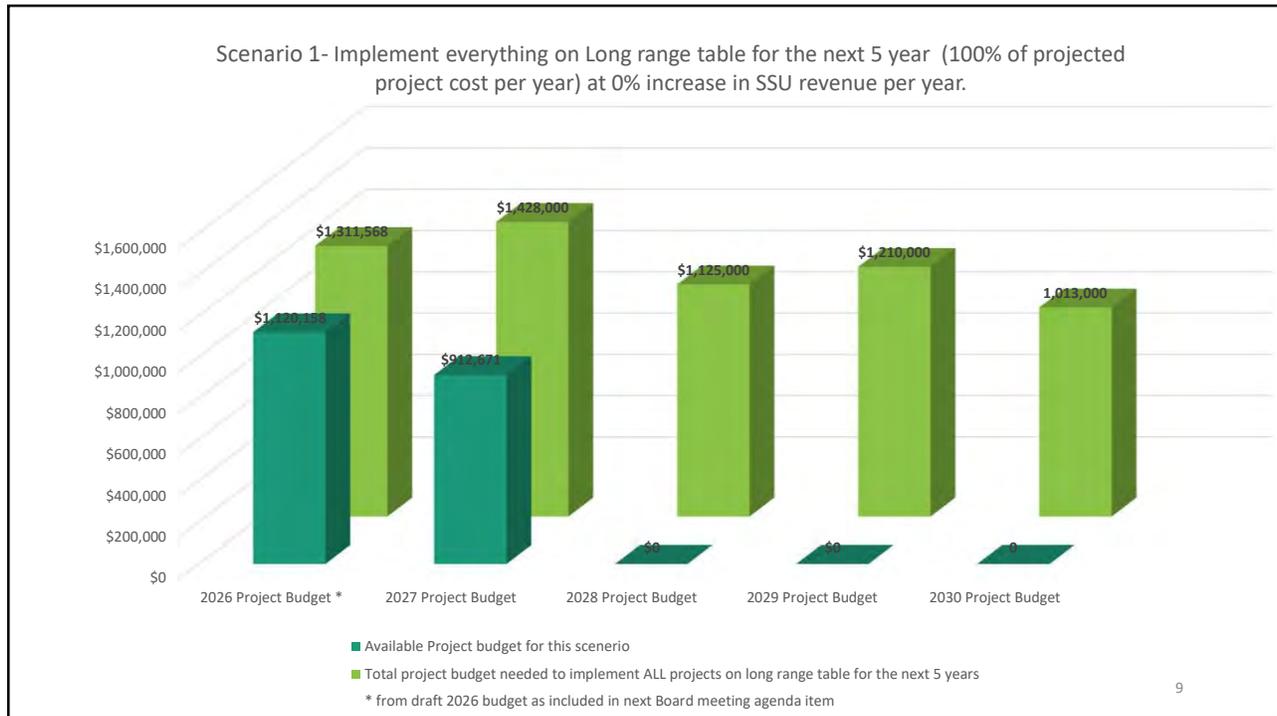
- Graphs identify 4 **Scenarios** which compare project only budgets:
  - **1:** Implement everything on long range table over next 5 years (100% of projected project cost per year) at 0% increase in SSU revenue per year.
  - **2:** Implement everything on long range table over next 5 years (100% of projected project cost per year) and maintain minimum fund balance as required by board policy (assumed min. of 35% of annual budget). Would require an apx.20% to 30% increase in SSU revenue per year in order to implement all projects.
  - **3:** Implement 60% of projected project cost per year on the long range table over the next 5 years at 0% increase in SSU revenue per year.
  - **4:** Implements 60% of projected projects cost per year on the long range table over the next 5 years, maintains minimum fund balance AND “manages” fund balance to draw down balance.

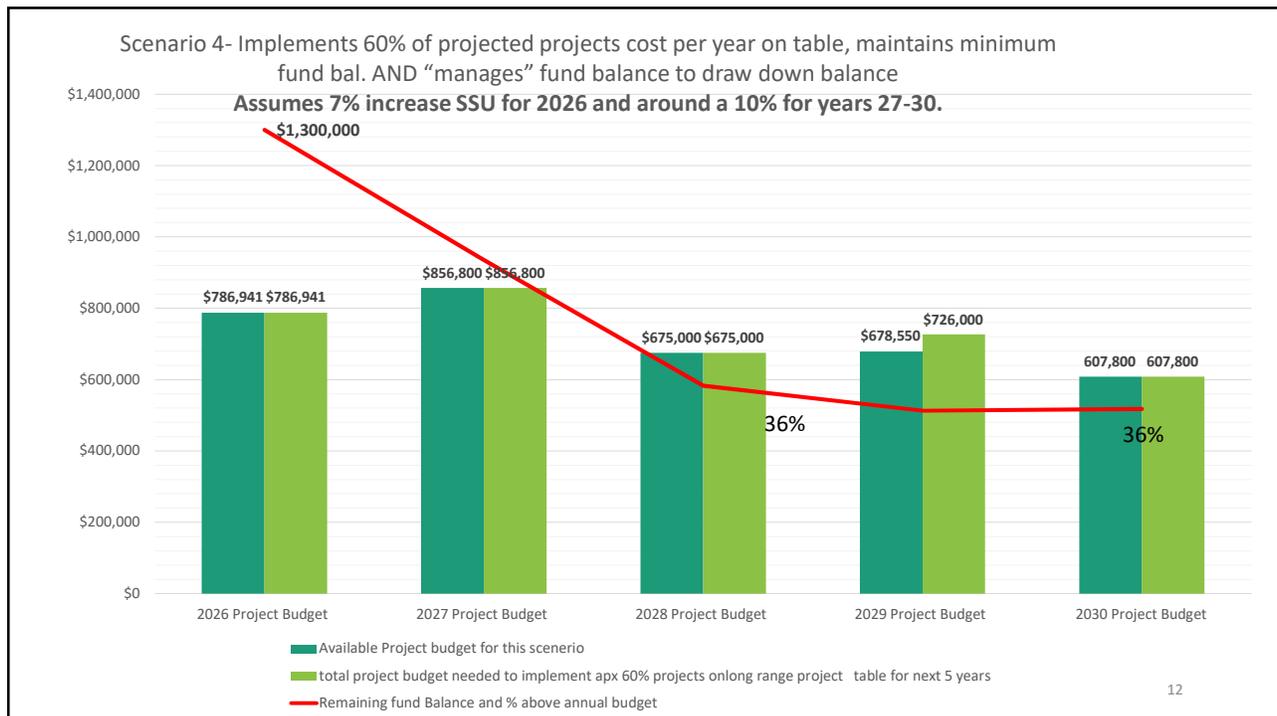
## Assumptions for Long Range Budgeting Graphs



- Assumes core services and on-going programs level of services stays constant plus inflation.
- The draft long range project table lists is a draft of the project implementation table from the upcoming draft Watershed Management Plan and will be changing numerous times before the Plan is completed and also throughout the long range period – projects listed have been discussed (at some level) at a staff level and or with partners or boards- “wish list”
  - Project estimated costs and year of implementation are very rough – best available at the time.
  - Is considered VLAWMO dollars only (not grant or partnership funding)
- Implementation of 60% of projects costs scenarios (Scenarios 3-4) may be closer to reality?
- For best review, staff recommends having hard copy of long range partnership table in view at the same time as analysis of these graphs

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## Takeaways from long range budgeting graphs



- Scenarios that implement all projects on 5 year table
  - Scenario 1 only implements projects for around 1 or 2 years then run out of money and can only implement a small portion / no projects after that.
  - Scenario 2 identifies implementation of all projects budgeted on long range project table for next 5 years but would need apx. 20% - 30% SSU increase per year. Not financially /politically realistic?
- Scenarios that implements 60% of projects on 5 year table
  - Scenario 3 implements 60% of projects budgeted on long range project table for all 5 years at 0% SSU increase per year but cannot maintain fund balance for 2027 - 2030
  - Scenario 4 implements 60% of projects budgeted on long range project table 5 year table and maintains fund balance for all 5 years. Would need apx. 7% SSU increase in 2026 (around  $\pm 10\%$  in later years?- or lower/higher based on “uncertainty” factors).

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## Takeaways from long range budgeting graphs

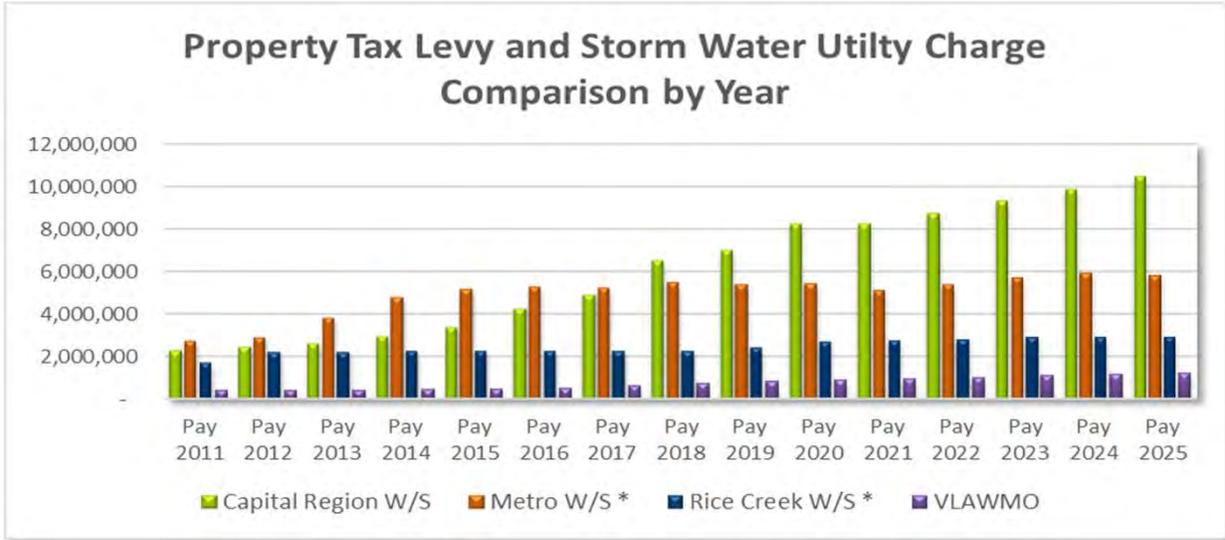


From a big picture viewpoint, some additional long range future increases in budget on 5 year table maybe needed for possible larger costs partnership projects?:

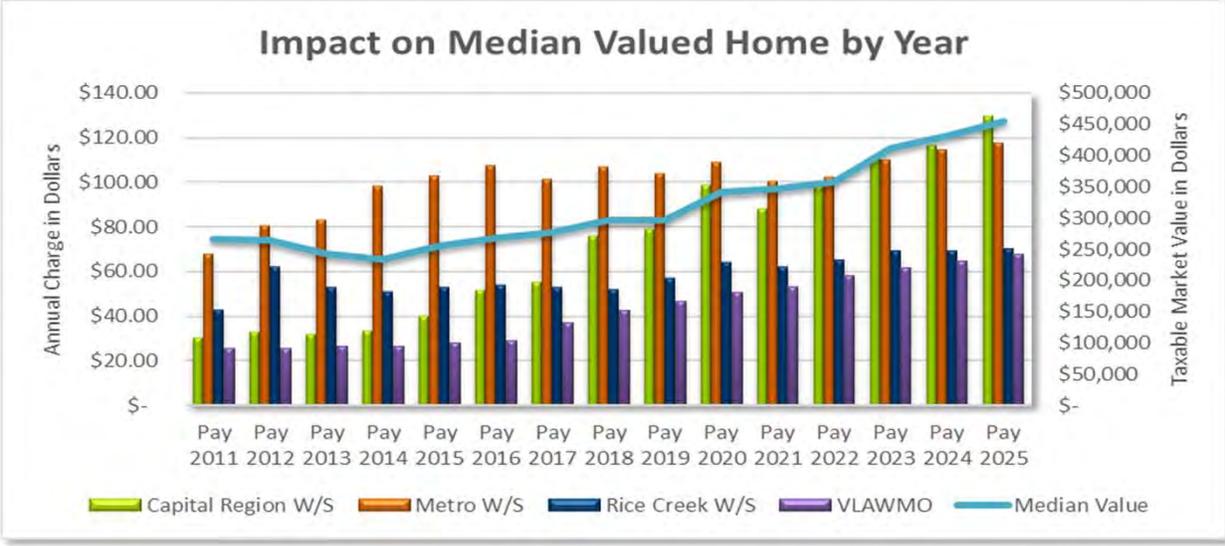
- East Vadnais Lake Subwatershed Resiliency Project
- Polar Lakes Park Water Reuse Project
- Resiliency Study– Vadnais Heights City-wide partnership
- Local match for 2nd 319 small watershed grant project design -?NOC partnership on City of Lino Lks. Parcel
- "Green" Streets Demonstration Project – Planning/Implementation
- Water quality pretreatment project (upstream of Birch Lake IESF)
- Internal load/alum on Tamarack Lake
- Oxygenation system (Pleasant) expanded dosing partnership
- Polar Chev/61 channel restoration /sediment in lake removal
- Pleasant Lake project partnerships including Carp mgmt, AIS, Shoreline management and city planning

Project costs in table are considered VLAWMO dollars only (not grant or partnership funding) and in some cases is only a small part of overall project cost estimate.

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



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



## Requested Board Action



**Requested Board Discussion and Action :** Staff request that the Board review the attached long range partnership project table in preparation of the April 23 meeting discussion and consider that the attached table generally captures a high-level plan for partnership projects for the VLAWMO.

Staff also requests that the Board discuss the long range budgeting graphs and provide staff with input

Proposed Motion: **Director \_\_\_\_\_ moves to approve that the attached long range partnership project table (Attachment 1) generally captures a high-level long range plan for partnership projects for the VLAWMO.**

*Vadnais Lake Area Water Management Organization*

WORKING DRAFT for April 23, 2025 VLAWMO Board Meeting -- Attachment 1

VLAWMO Implementation Table																		
ID	Action Description	Progress Toward Goals					Priority	Partners	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
		[NOTE: Subject to Change]																
<b>Administration</b>																		
<b>Administration</b>								\$180,000	\$185,000	\$191,000	\$197,000	\$203,000	\$209,000	\$215,000	\$221,000	\$228,000	\$235,000	
100	General Administration					C	N/A											
100	Office Space, Supplies, and Support					C	N/A											
100	Staff Training					C	N/A											
100	Equipment					C	N/A											
100	Office Operations					C	N/A											
<b>VLAWMO Implementation Programs</b>																		
<b>VLAWMO Implementation Programs</b>								\$756,000	\$779,000	\$804,000	\$829,000	\$854,000	\$879,000	\$904,000	\$930,000	\$957,000	\$985,000	
200A	Aquatic Invasive Species Management Program	SWQ	OM			C	Counties, Municipalities, NOHOA, SPRWS	\$64,000	\$66,000	\$68,000	\$70,000	\$72,000	\$74,000	\$76,000	\$78,000	\$80,000	\$82,000	
200B	Communication, Outreach, and Education Program	OM	SWQ	NFH		C	Municipalities, Counties	\$83,000	\$85,000	\$88,000	\$91,000	\$94,000	\$97,000	\$100,000	\$103,000	\$106,000	\$109,000	
200C	Monitoring Program	WM	CEC			C	MPCA, SPRWS, County	\$89,000	\$92,000	\$95,000	\$98,000	\$101,000	\$104,000	\$107,000	\$110,000	\$113,000	\$116,000	
200D	Capital Improvements - Early Coordination Program	SWQ	ESS	SMS		C	Counties, Municipalities, NOHOA, SPRWS	\$30,000	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000	\$36,000	\$37,000	\$38,000	\$39,000	
200E	Regulatory and Policy Program	VF	SMS	WCA	IPP	C	Municipalities, Counties	\$90,000	\$93,000	\$96,000	\$99,000	\$102,000	\$105,000	\$108,000	\$111,000	\$114,000	\$117,000	
200F	General Analysis and Technical Work Program	CR	SMS	SWQ		C	Municipalities, Counties	\$100,000	\$103,000	\$106,000	\$109,000	\$112,000	\$115,000	\$118,000	\$122,000	\$126,000	\$130,000	
200G	VLAWMO Grants and Partnerships Program	NFH	SMS			C	Municipalities, Counties, Private Entities	\$149,000	\$153,000	\$158,000	\$163,000	\$168,000	\$173,000	\$178,000	\$183,000	\$188,000	\$194,000	
200H	Operations and Maintenance Program	VF	PDS			C	Municipalities, Counties	\$151,000	\$156,000	\$161,000	\$166,000	\$171,000	\$176,000	\$181,000	\$186,000	\$192,000	\$198,000	
<b>Subwatershed Activities</b>																		
<b>Birch Lake (301/401)</b>								\$205,000	\$65,000	\$70,000	\$30,000	\$45,000	\$75,000	\$100,000	\$70,000	\$60,000	\$25,000	
301A	Pretreatment BMP Technical Work	SWQ	SMS			I	Municipalities, Counties	\$5,000										
301B	Birch Lake Outlet Channel Technical Work	ESS	SWQ			B	Municipalities							\$25,000	\$15,000			
301C	Shoreline, Wetland, or Water Quality Partnership Technical Work	ESS	SWQ	NFH		I	Municipalities, BLID			\$20,000	\$5,000	\$5,000	\$25,000	\$20,000	\$20,000			
301D	Subwatershed Neighborhood Technical Work	SMS	SWQ			I	Municipalities, Private Entities	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
301E	AIS Management	SWQ				C	Municipalities, BLID	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
301F	Sports Center Shoreline Technical Work and Project	ESS	SWQ	NFH		I	Municipalities		\$15,000			\$15,000						
301H	Future Subwatershed Technical Work	SWQ				I	Municipalities, County, Private Entities						\$25,000					
401A	Pretreatment BMP (Upstream of Iron Enhanced Sand Filter)	SWQ	SMS			C	Municipalities, County	\$150,000										
401G	Rotary Park Restoration	NFH	SWQ	WCA		C	Municipalities	\$30,000	\$30,000	\$30,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
401H	Future Subwatershed Capital Improvement Projects	SWQ				I	Municipalities, Counties							\$75,000				
<b>Gem Lake (302/402)</b>								\$10,000	\$10,000	\$30,000	\$35,000	\$160,000	\$10,000	\$20,000	\$35,000	\$145,000	\$45,000	
302A	Commercial Area Retrofit Technical Work	SMS	SWQ			B	Municipalities, County				\$25,000						\$25,000	
302B	Smart Irrigation and Groundwater Conservation	GW				B	Private Entities			\$20,000								
302C	Regional, Subwatershed, or Neighborhood BMPs	SWQ	SMS	NFH	CR	I	Municipalities, Private Entities	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
302D	Future Subwatershed Technical Work	SWQ				I	Municipalities, Counties								\$25,000			
402A	Commercial Area Retrofit Project	SMS	IPP			I	Municipalities, Counties					\$150,000		\$10,000		\$10,000	\$10,000	
402D	Future Subwatershed Capital Improvement Projects	SWQ				B	Municipalities, Counties									\$125,000		
<b>Gilfillan-Tamarack-Black-Wilkinson-Amelia (303/403)</b>								\$358,000	\$210,000	\$560,000	\$178,000	\$423,000	\$270,000	\$230,000	\$618,000	\$298,000	\$260,000	
303B	Small Watershed Technical Work (3rd 319 Small Watershed Grant)	SWQ				C	Municipalities, NOC, SPRWS, MPCA			\$50,000								
303C	Small Watershed Technical Work (4th 319 Small Watershed Grant)	SWQ				C	Municipalities, NOC, SPRWS, MPCA						\$20,000	\$50,000				
303D	Amelia Drainage Technical Work	SWQ	ESS			I	Municipalities, Counties, Private Entities					\$25,000						
303E	Wilkinson Lake Wetland Project Maintenance	NFH	WCA	SWQ		C	NOC	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	\$10,000	
303F	Local Partnership- Tamarack Nature Center	SWQ	WCA	NFH		I	County							\$50,000	\$50,000	\$50,000	\$50,000	
303G	Township /City BMP Retrofits	SMS	IPP			I	Municipalities, Township			\$25,000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
303H	Cities/Township/NOHOA /NOC Partnership Water Quality /Groundwater Conservation Projects	GW	SWQ			I	Municipalities, NOHOA, NOC	\$10,000	\$25,000	\$10,000	\$20,000	\$25,000	\$30,000	\$25,000	\$30,000	\$30,000	\$20,000	
303N	Future Subwatershed Technical Work	SWQ				I	Municipalities, County, Private Entities						\$25,000	\$25,000				
403A	Small Watershed Projects (2nd 319 Small Watershed Grant Project)	SWQ				C	Municipalities, NOC, SPRWS, MPCA	\$113,000	\$50,000	\$20,000				\$20,000				
403B	Small Watershed Projects (3rd 319 Small Watershed Grant Project)	SWQ				C	Municipalities, NOC, SPRWS, MPCA				\$113,000	\$113,000	\$10,000		\$20,000		\$20,000	
403C	Small Watershed Projects (4th 319 Small Watershed Grant Project)	SWQ				C	Municipalities, NOC, SPRWS, MPCA								\$113,000	\$113,000	\$60,000	
403D	Amelia Drainage Project	SWQ	ESS			I	Municipalities, County, Private Entities						\$150,000	\$25,000		\$75,000	\$25,000	
403I	Internal Loading /Alum Treatment (Wilkinson)	SWQ				I	NOC, MPCA			\$425,000	\$35,000				\$200,000			
403J	Internal Loading /Alum Treatment (Tamarack)	SWQ				C	Municipalities, MPCA					\$125,000					\$50,000	

**VLAWMO Implementation Table**

ID	Action Description	Progress Toward Goals [NOTE: Subject to Change]				Priority	Partners	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
		SWQ	WCA	NFH	CR												
403K	North Oaks Company Partnership on City of Lino Lakes Parcel - Water Quality BMP	SWQ				C	Municipalities, Counties, Private Entities, NOC	\$100,000									
403L	North Oaks Company Partnership on City of Lino Lakes Parcel - Groundwater Conservation BMP	GW				C	Municipalities, NOC					\$100,000					
403M	Water Reuse Project	GW				C	Township	\$125,000	\$125,000	\$25,000							
403N	Future Subwatershed Capital Improvement Projects	SWQ				I	Municipalities, County, Private Entities								\$175,000		
<b>Goose Lake (304/404)</b>								<b>\$85,000</b>	<b>\$30,000</b>	<b>\$75,000</b>	<b>\$150,000</b>	<b>\$25,000</b>	<b>\$70,000</b>	<b>\$25,000</b>	<b>\$75,000</b>	<b>\$175,000</b>	<b>\$0</b>
304A	Highway 61 Channel Restoration Technical Work	ESS	SWQ			I	Municipalities, Counties, MnDOT, Private Entity	\$20,000									
304B	Goose Lakes Regional BMP Partnership Technical Work	SWQ	SMS			I	Municipalities, Counties			\$15,000							
304C	Regional, Subwatershed, or Neighborhood BMPs	SWQ	SMS	NFH	CR	I	Municipalities, Counties, Private Entities	\$5,000		\$10,000	\$10,000	\$25,000		\$25,000		\$25,000	
304D	City Street Partnership Projects	SMS	CEC			I	Municipalities, Private Entities	\$10,000			\$30,000		\$20,000				
304E	Future Subwatershed Technical Work	SWQ				I	Municipalities, Counties								\$25,000		
404A	Highway 61 Channel Restoration Project	ESS	SWQ			C	Municipalities, Counties, MnDOT, Private Entity	\$50,000	\$30,000	\$50,000	\$60,000						
404B	Goose Lakes Regional BMP Partnership	SWQ	SMS			I	Municipalities				\$50,000		\$50,000		\$50,000		
404E	Future Subwatershed Capital Improvement Projects	SWQ				I	Municipalities, County, Private Entities									\$150,000	
<b>Lambert Creek (305/405)</b>								<b>\$410,000</b>	<b>\$495,000</b>	<b>\$300,000</b>	<b>\$455,000</b>	<b>\$540,000</b>	<b>\$525,000</b>	<b>\$360,000</b>	<b>\$115,000</b>	<b>\$220,000</b>	<b>\$380,000</b>
305C	Water Quality / Wetland Project Technical Work	PDS	WCA	SWQ		I	Municipalities										
305D	Water Reuse Technical Work	GW				I	Municipalities, Counties					\$25,000					
305E	Green Streets Technical Work	SMS	SWQ			C	Municipalities, Counties	\$25,000								\$50,000	\$25,000
305F	Commercial Property Technical Work	SMS	SWQ			B	Municipalities, Counties, Private Entities				\$25,000						
305G	Resiliency Planning or Projects Technical Work	CR				C	Municipalities, Counties, SPRWS	\$30,000				\$80,000					
305H	Lambert Creek Drainage Partnership Technical Work	PDS	SWQ			I	Municipalities, Counties		\$25,000	\$25,000							
305I	Lambert Creek Operation and Maintenance	PDS	SWQ			C	Municipalities, Counties	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
305J	City Street Project Partnership	SMS	SWQ	CEC		I	Municipalities, Counties, Private Entities	\$60,000	\$30,000		\$15,000	\$20,000	\$60,000	\$10,000	\$30,000	\$30,000	\$20,000
305K	Municipal Water Quality in Parks / Public Spaces	SWQ	NFH			I	Municipalities, Counties	\$10,000	\$25,000	\$20,000	\$30,000	\$20,000	\$10,000	\$25,000	\$20,000	\$20,000	\$30,000
305L	Groundwater Conservation Partnerships	GW				I	Municipalities, Counties	\$10,000	\$50,000		\$50,000						
305M	Future Subwatershed Technical Work	SWQ				I	Municipalities, Counties				\$25,000					\$25,000	
405A	Whitaker Wetland Retrofit Project	WCA	SWQ			I	Municipalities, Counties, Township		\$20,000	\$10,000	\$125,000						
405B	Lambert Sheet Pile Debt Services	PDS				C	Municipalities, Counties, SPRWS	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000				
405C	Water Quality / Wetland Project	PDS	WCA	SWQ		I	Municipalities	\$20,000	\$40,000	\$40,000	\$20,000	\$30,000	\$20,000	\$40,000	\$40,000	\$40,000	\$20,000
405D	Water Reuse Project	GW				I	Municipalities, Counties					\$30,000	\$110,000		\$30,000	\$110,000	
405E	Green Streets Project	SMS	SWQ			C	Municipalities, Counties, Private Entities	\$100,000	\$150,000					\$150,000			
405F	Commercial Property Project	SMS	SWQ	IPP		B	Municipalities, Counties, Private Entities					\$175,000					
405G	Resiliency Plan or Projects	CR				I	Municipalities, Counties, SPRWS, Private Entities	\$100,000	\$100,000	\$50,000	\$10,000	\$10,000	\$250,000	\$10,000	\$10,000	\$10,000	\$10,000
405H	Lambert Creek Drainage Partnership Projects	PDS	SWQ			I	Municipalities			\$100,000	\$100,000		\$100,000				
405M	Future Subwatershed Capital Improvement Projects	SWQ				I	Municipalities, County, Private Entities					\$125,000					\$150,000
<b>Pleasant-Charley-Deep Lakes (306/406)</b>								<b>\$120,000</b>	<b>\$105,000</b>	<b>\$85,000</b>	<b>\$95,000</b>	<b>\$150,000</b>	<b>\$120,000</b>	<b>\$105,000</b>	<b>\$110,000</b>	<b>\$210,000</b>	<b>\$95,000</b>
306A	Nutrient Management Partnership Project Technical Work	SWQ				I	Municipalities, Counties, SPRWS	\$20,000	\$25,000	\$10,000	\$20,000	\$50,000	\$20,000	\$25,000	\$10,000	\$10,000	\$20,000
306B	Carp Management	SWQ				C	SPRWS, NOHOA	\$30,000	\$10,000	\$5,000	\$5,000	\$30,000	\$30,000	\$10,000	\$5,000	\$5,000	\$5,000
306C	Lake Shoreline Management	ESS	NFH	SWQ		I	SPRWS, NOHOA	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
306D	Regional, Subwatersheds, or Neighborhood BMPs	SWQ	SMS	NFH	CR	I	NOHOA, Municipalities, SPRWS, Private Entities	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
306E	Infrastructure or Local Planning Technical Work	SMS	IPP			I	NOHOA, Municipalities, SPRWS	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
306F	Oxygenation System Partnership and Technical Work	SWQ				B	SPRWS	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
306G	Future Subwatershed Technical Work	SWQ				I	Municipalities, Counties								\$25,000		
406G	Future Subwatershed Capital Improvement Projects	SWQ				I	Municipalities, Counties, Private Entities									\$125,000	
<b>Sucker-East &amp; West Vadnais Lakes (307/407)</b>								<b>\$240,000</b>	<b>\$210,000</b>	<b>\$90,000</b>	<b>\$70,000</b>	<b>\$345,000</b>	<b>\$120,000</b>	<b>\$160,000</b>	<b>\$40,000</b>	<b>\$125,000</b>	<b>\$205,000</b>
307A	Resiliency Project Technical Work	CR				I	Municipalities, Counties, SPRWS	\$25,000			\$25,000						
307B	Trail Restoration Technical Work	NFH	SWQ			I	Municipalities, Counties	\$20,000									
307C	Park Restoration Technical Work	NFH				I	Municipalities, Counties, SPRWS, Non-Profits	\$5,000								\$10,000	\$10,000
307D	City Street Project Partnership	SMS	SWQ	CEC		B	Municipalities			\$50,000		\$50,000		\$50,000		\$50,000	

**VLAWMO Implementation Table**

ID	Action Description	Progress Toward Goals [NOTE: Subject to Change]				Priority	Partners	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
		GW	OM														
307E	City Environment Initiatives	GW	OM			B	Municipalities	\$20,000	\$10,000	\$15,000	\$20,000	\$20,000	\$20,000	\$10,000	\$15,000	\$15,000	\$20,000
307F	WMO Boundary Work					I	Municipalities, Counties, Watershed Districts	\$20,000									
307G	Future Subwatershed Technical Work	SWQ				I	Municipalities, Counties									\$25,000	
407A	Resiliency Projects	CR				C	Municipalities, Counties, SPRWS, Private Entities	\$150,000	\$150,000	\$25,000	\$25,000	\$250,000	\$50,000	\$100,000	\$25,000	\$25,000	\$25,000
407B	Trail Restoration Project	NFH	SWQ			I	Municipalities, Counties		\$50,000			\$25,000	\$50,000				
407G	Future Subwatershed Capital Improvement Projects	SWQ				I	Municipalities, Counties, Private Entities										\$150,000
								<b>\$2,364,000</b>	<b>\$2,089,000</b>	<b>\$2,205,000</b>	<b>\$2,039,000</b>	<b>\$2,745,000</b>	<b>\$2,278,000</b>	<b>\$2,119,000</b>	<b>\$2,214,000</b>	<b>\$2,418,000</b>	<b>\$2,230,000</b>

Priority Level: C=Critical, I=Important, B=Beneficial

Progress Toward Goals: Surface Water Quality (SWQ); Erosion of Shorelines and Streams (ESS); Water Monitoring (WM); Chloride and Emerging Contaminants (CEC); Groundwater and Drinking Water Quality & Groundwater Supplies and Conservation (GW); Outreach and Marketing (OM); Public Drainage Systems (PDS); Infrastructure Partnership Projects (IPP); VLAWMO Facilities (VF); Climate Resiliency (CR); Wetland Conservation Act (WCA); Natural Features and Habitat (NFH); Stormwater Management Standards (SMS)

## Agenda item VI. C. 2.

# Discussion on Rough Draft Preliminary 2026 Budget

Phil Belfiori  
VLAWMO Board Meeting  
April 23, 2025



## Summary of Attached rough draft 2026 budget table **See Attachment #1 - Introduction**



- The attached rough draft 2026 budget table is developed using the long range partnership project table as a starting point. Dollars identified on table are considered VLAWMO dollars only(not grant/outside funding)
- The attached table also was reviewed and discussed at the Board subcommittee on April 3, 2025 and the subcommittee identified it did not have any concerns on the rough draft 2026 budget table (attachment 1). There was two questions regarding timing of both the Green streets demonstration implementation funding and the Trail project - Vadnais Blvd to County Road E study/planning funding.
- The key to this 2026 budget process is management of uncertainty. Do not anticipate to spend entire 2026 budgets due to several factors:
  - technical feasibility, project timing, partnerships uncertainty, outcomes of possible State grant applications.
- The general approach in the rough draft 2026 budget is to include some level of funding (but maybe not the entire amount of VLAWMO partnership needed) even if the possible project is uncertain for one or more of these factors. With the understanding that project budgets can be adjusted at Dec. 2025 Board meeting (2026 working budget) or perhaps pushed to the 2027 budget.

## Intro: Discussion on Rough draft 2026 budget table provided in packet **See Attachment #1**



- The following are some of the bigger proposed 2026 projects have a high level of uncertainty going into the 2026 budget development process including (but not limited to):
  - East Vadnais Lake Subshed Resiliency Project (pending feasibility, grant and partnerships);
  - Polar Lakes Park Water Reuse Project (pending WBT partnership and grant application);
  - Resiliency Study– Vadnais Heights City-wide partnership (feasibility and timing and grants);
  - Local match for 2nd 319 small watershed grant project design -NOC partnership on City of Lino Lks. Parcel (feasibility and timing and partnership ) ;
  - "Green" Streets Demonstration Project – Planning/Implementation (feasibility and timing and grants);
  - Water quality pretreatment project (upstream of Birch Lake IESF) – (feasibility and timing and scale);
  - Internal load/alum on Tamarack Lake (Timing);

## Intro: Discussion on Rough draft 2026 budget table provided in packet (Continued) **See Attachment #1**



- The following are some of the bigger proposed 2026 projects have a high level of uncertainty going into the 2026 budget development process including (but not limited to):
  - Oxygenation system (Pleasant) expanded dosing partnership (pending SPRWS partnership, feasibility and timing);
  - Boundary Review (WVL area) – (outcomes from discussion/negotiations with RWMWD and timing, partnership);
  - Polar Chev/61 channel restoration /sediment in lake removal (MNDOT? And technical feasibility).
  - Pleasant Lake project partnerships including Carp mgmt, AIS, Shoreline management and city infrastructure plan development. (partner implementation and timing);
  - Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
  - Number of voluntary raingarden cost share applications in City street reconstruction projects in the City of Vadnais Heights and City of White Bear Lake. Overall voluntary cost share programs budget uncertainty;

## Summary of Attached rough draft 2026 budget table See Attachment #1



- Capital Improvement Projects: (summary of some of the anticipated larger Projects or CIPs):
  - **Gem Lake Subwatershed: Total Fund Budget Range: \$5,000 - \$10,000**
    - Commercial area retrofit study and or project – \$5,000- \$10,000.
  - **Lambert Creek Subwatershed: Total Fund Budget Range : \$300,000 – \$480,000**
    - "Green " Streets Demonstration Project - Planning \$20,000- \$25,000
    - "Green" Streets Demonstration Project – Implementation \$100,000- \$150,000
    - Resiliency partnership Plan /Study \$40,000- \$80,000
    - Resiliency partnership Project(s) \$100,000 - \$150,000
    - Whitaker wetland/Columbia Park repurpose/retrofit water quality \$10,000 - \$15,000
    - water qual project or wetland project on or upstream of pub ditch /creek \$5,000-\$10,000
    - City partnership BMPs and or environmental initiative /project \$10,000 - \$20,000
    - City Groundwater conservation partnership \$10,000 - \$20,000
    - water quality project in public spaces /parks etc. \$5,000- \$10,000
    - *Sheet pile debt service-\$38,568*

## Summary of Attached rough draft 2026 budget table See Attachment #1



- Capital Improvement Projects: (summary of some of the anticipated larger Projects or CIPs):
  - **Goose Lake Subwatershed: Total Fund Budget Range: \$35,000 - \$50,000**
    - Polar Chev/61 channel restoration /sediment in lake removal \$25,000 - \$30,000
    - City Street Partnership /Neighborhood Subshed BMPS \$10,000 - \$20,000
  - **Birch Lake Subwatershed: Total Fund Budget Range : \$97,000 - \$190,000**
    - Water quality pretreatment project (upstream of IESF) \$75,000- \$150,000
    - Rotary Park partnerships and restoration \$15,000 - \$25,000
    - Subwatershed BMP's \$5,000 - \$10,000
    - Birch Lake AIS partnership \$2,000 – \$5,000

## Summary of Attached rough draft 2026 budget table See Attachment #1



- Capital Improvement Projects: (summary of some of the anticipated larger projects):
  - **Gilfillan, Black Tamarack Wilkinson Amelia Subwatershed: Total Fund Budget Range : \$285,000 - \$520,000**
    - Local match for 2nd 319 small watershed grant project (Wilkinson)/NOC partnership on City of Lino Lks. Parcel - Water Quality BMP /wetland Rest. - \$100,000 - \$150,000
    - Wilkinson Lk. Deep Water Wetland project ongoing maintenance \$5,000 - \$10,000
    - partnership w/NOC. Amelia North drainageway partnership project \$10,000 - \$20,000
    - Internal load/alum Wilkinson (if feasible?) -would be a 2027 project if feas. given other 2026 priorities \$5,000 - \$10,000
    - Internal load/alum Tamarack \$25,000 - \$50,000
    - NOC partnership on City of Lino Lks. Parcel -reuse /Groundwater conserv \$25,000 - \$50,000
    - Township /City BMP retrofits \$5,000 - \$10,000
    - Polar Lakes Park water reuse project \$100,000 - \$200,000
    - City/Township/NOHOA /NOC partnership water qual /GW conservation projects \$10,000 - \$20,000

## Summary of Attached rough draft 2026 budget table See Attachment #1



- Capital Improvement Projects: (summary of some of the anticipated larger projects):
  - **Pleasant Charley Deep Subwatershed: Total Fund Budget Range : \$90,000-\$210,000**
    - Carp mgnt. implémentation (Pleasant) \$5,000 - \$40,000
    - Vegetation mgmt. (Pleasant & Deep) AIS \$5,000 - \$20,000
    - Pleasant Shoreline /subshed partnerships \$20,000 - \$30,000
    - Nutrient /Lake Mgnt. partnership projects /studies 20,000 - 50,000
    - Infrastructural planning /partnerships 20,000 - 30,000
    - Oxygenation system expanded dosing partnership \$20,000 - \$40,000

## Summary of Attached rough draft 2026 budget table See Attachment #1



- Capital Improvement Projects: (summary of some of the anticipated larger projects):
  - Sucker Vадnais Subwatershed: Total Fund Budget Range : \$261,000 - \$290,000
    - E Vадnais subshed Resiliency partnership projects \$200,000 - \$200,000
    - City of Vадnais Heights Street project partnership \$5,000 - \$10,000
    - Trail project - Vадnais Blvd to County Road E - \$20,000 - \$30,000
    - Vадnais-Sucker Lake Park ongoing restoration work \$6,000 - \$10,000
    - Boundary Review and Inter-boundary partnership - \$30,000 - \$40,000

## Summary of Attached rough draft 2026 budget table See Attachment #1



- Programs (ongoing):
  - Cost share (level 1/2 “traditional” and Groundwater conservation, soil health ): \$150,000 – \$185,000
  - Continued development of 10 watershed management plan (final year) and special studies /analysis (watershed modeling?): \$50,000 – \$80,000
  - Public Ditch Maintenance, ongoing ditch main. and Technical work & assistance w/local partners & past project maintenance program: \$45,000 – \$60,000
  - Water quality monitoring and Project-based monitoring: \$25,000 – \$27,000
  - Education and Outreach and MS 4 partnerships – addition street sweep demo and /or interpretive activities : \$41,000 - \$58,000

## Summary of Attached rough draft 2026 budget table **See Attachment #1**



- **Operations & Administration:** this identified amount (ranges) are driven in large part by the Board approved performance based salary adjustment policy and updated employee benefits package. Larger budget items include:
  - Employee Payroll: \$507,625 – \$531,797 (assuming 5- 10%)
  - Employee Benefits: \$151,808 – \$159,037 (assuming 5-10%)
  - Engineering and technical assistance (unanticipated technical work ): \$50,000
  - Office rent and related: \$35,544
  - Information systems (computers and technology): \$33,850
  - Audit: \$24,150 – \$25,300
  - Stormwater Utility assistance: \$22,500

## Summary of Attached rough draft 2026 budget table (continued) **See Attachment #1**



- Total initial budget expenditures (VLAWMO funding only) identified in attached rough draft 2026 budget table =
  - Low to Mid level estimate= \$2.309M
  - Very High Estimate = \$3.13M

## Summary of Attached rough draft 2026 budget table (continued) See Attachment #1



### Income:

- Income identified in attached rough draft 2026 budget table is **\$1.321M** (which includes the VLAWMO Subcommittee recommendation for a 7% SSU increase for 2026 )
- Identifies grant and local partnership income for brainstorming of **\$127,500 - \$265,000** (depending when project are constructed?) :
  - BWSR WBF grant (25-27): \$37,500 - \$60,000
    - Cost Share for 2025 program & CIP for 25-27 grant program (Apx. \$147,000 total for 3 years)
  - 319 MPCA grant implementation?: \$0 - \$50,000
  - NOC for Lino Project ?: \$20,000 - \$40,000
  - City /County for project partnerships: \$20,000 - \$40,000
  - MN DNR for Rotary CPL Grant: \$25,000 - \$25,000
  - SPRWS: \$25,000 - \$50,000

## Summary of Attached rough draft 2026 budget table (continued) See Attachment #1



- Fund Balances for year end 25 and 26:
- 2024 Audit identified Fund Balance as of 12/31/24 = \$1.568M
- Range for Predicted Fund balance at year end 2025- (12/31/2025 )= **Apx. \$900,000- \$1.4M** (Do not anticipate to spend entire 2025 budget due to project timing and partnerships uncertainty)
  - Minimum fund balance required per Board Policy(assume 35%) = **\$909,000**
- Range for Predicted Fund balance at year end 2026- (12/31/2026). (Do not anticipate to spend entire 2026 budget due to project timing and partnerships uncertainty)
  - **Low to Mid Range Estimate Range : Apx. \$800,000 - \$1,300,000**
  - **HIGH Estimate Range : Apx. \$0 - \$700,000**
    - Minimum fund balance required per Board Policy(assume 35%)=For Low to Mid = \$750,000

## Next Steps: Proposed 2026 Budget Planning and Development Schedule



April 3, 2025 - Subcommittee Discussion – High level long range project budget planning tables & rough draft 2026 budget table discussions

April 23, 2025 – Preliminary 2026 budget discussion /direction at the VLAWMO Board meeting

Late May/ Early June 2025 – Board Subcommittee + TEC member Meeting on draft 2026 budget - (Preliminary draft 2026 budget sent out to Board subcommittee + TEC member apx. one week before meeting)

June 25, 2025 – VLAWMO Board consideration of 2026 budget

Aug. 27, 2025 – VLAWMO Board consideration of storm sewer utility rates for 2026

Oct. 22, 2025 - VLAWMO Board consideration of storm sewer utility certification lists for 2026

Dec. 10, 2025 – Consider 2026 fund balances and 2026 “working” budget

*Vadnais Lake Area Water Management Organization*

## Requested Board Discussion/ Action



- Discussion on rough draft 2026 budget -**See Attachment #1**
  - Does the Board wish to provide direction regarding priorities to the Board Subcommittee Committee for their upcoming meeting ?
- Possible date for Subcommittee meeting?- In person meeting at Vadnais Heights City Hall – 6:30pm on either: Monday 6/2, Wed. 6/4 or Thursday 6/5?
- 
- **Proposed Motion:** Board authorizes the Subcommittee to review the draft 2026 budget materials and provide the full Board recommendation(s) at the June 25 meeting.

*Vadnais Lake Area Water Management Organization*

2026 Preliminary Rough Draft Budget- For April 23, 2025 VLAWMO Board Meeting

VLAWMO BUDGET		Approved 2025 "working" Budget	Preliminary rough Draft 2026 Budget	HOTLINKS TO SLIDES
EXPENSE				
3.1	Operations & Administration	\$838,008	\$873,253 - \$908,804	
3.110	Office	\$33,851		Page 150
3.120	Information systems	\$33,850		
3.130	Insurance	\$12,000		
3.141	Consulting -Audit	\$23,000		
3.142	Consulting - Bookkeeping	\$1,500		
3.143	Consulting - Legal	\$8,000		
3.144	Consulting - Eng. & Tech.	\$50,000		
3.150	Storm Sewer Utility	\$22,500		
3.160	Training - staff, board,TEC	\$18,000		
3.170	mileage and noticing	\$7,276		
3.191	Employee payroll	\$483,452		
3.192	Employee liability (benefits)	\$144,579		
3.2	Monitoring & Studies	\$184,000	\$78,000 - \$120,000	
3.210	Lake & creek program lab analysis	\$21,000		Page 149
3.220	Equipment	\$3,000		
3.230	Wetland assessment & management	\$10,000		
3.240	Watershed Planning and special studies	\$150,000		Page 149
3.3	Education & Outreach	\$43,000	\$41,000 - \$58,000	
3.310	Public Education	\$6,000		Page 149
3.320	Communication, Outreach and marketing	\$25,000		
3.330	Community Blue education grant	\$12,000		
3.4	Capital Improvement Projects and Subwatershed Activity	\$1,528,199	\$1,311,568 - \$2,038,568	
3.410	Gem Lake subwatershed	\$25,000	\$5,000 - \$10,000	Page 147
3.420	Lambert Creek subwatershed (Does NOT Include Debt Service)	\$160,000	\$300,000 - \$480,000	Page 147
3.421	Lambert Pond Project Loan Debt Service	\$38,568	\$38,568	Page 147
3.425	Goose Lake subwatershed	\$75,000	\$35,000 - \$50,000	Page 147
3.430	Birch Lake subwatershed	\$70,000	\$97,000 - \$190,000	Page 147
3.440	Gilfillan Black Tamarack Wilkinson Amelia sub	\$475,000	\$285,000 - \$520,000	Page 148
3.450	Pleasant Charley Deep subwatershed	\$150,000	\$90,000 - \$210,000	Page 148
3.460	Sucker Vadnais subwatershed	\$250,000	\$261,000 - \$290,000	Page 149
3.48	Programs			
3.481	Soil Health Grant	\$24,524	\$20,000 - \$35,000	Page 149
3.482	Landscape 1 - cost-share	\$76,900	\$50,000 - \$60,000	
3.483	Landscape 2	\$108,207	\$80,000 - \$90,000	
3.484	Project research and MS 4 partnership work	\$5,000	\$5,000	
3.485	Maintenance and operations (Facilities maintenance & Ditch maintenance)	\$70,000	\$45,000 - \$60,000	Page 149
3.5	Regulatory	\$5,000	\$5,000	
3.510	Engineering plan review	\$5,000	\$5,000	
Total budget		\$2,598,207	\$2,309,000- \$3,130,372	Page 150
INCOME				
5.1				
5.11	Storm Sewer Utility	\$1,202,703	\$1,286,892	Page 151
5.12	Fees for Service	\$1,000	\$1,000	
5.13	Interest	\$30,000	\$30,000	
5.14	Misc. income - WCA admin grant	\$3,000	\$3,000	
Total VLAWMO income		\$1,236,703	\$1,320,892	
5.15	TOTAL- Other funding sources - grants, partnerships donations	\$238,960	\$127,500 - \$265,000	
BWSR WBF 23 - 25		\$73,960	\$37,500 - \$60,000	

	Proposed MPCA 319 Wilkinson Lake BMP	\$50,000	0 - \$50,000	Page 151
	NOC	\$60,000	\$20,000 - \$40,000	
		\$25,000	\$20,000 - \$40,000	
			\$25,000 - \$25,000	
	Cities/ County/SPRWS	\$30,000	\$25,000 - \$50,000	
	Range for predicted fund balance at end of 2025 and 2026	<b>Apx. \$900,000- \$1,400,000</b>	<b>Apx. \$800,000- \$1,300,000</b>	Page 151
	Minimum fund balance required per Board Policy (assume 35% to 50% of total general fund budget)	<b>\$909,000</b>	<b>750,000 - 1,072,000</b>	

909372.45

#VALUE!