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RCWD BOARD OF MANAGERS REGULAR MEETING AGENDA

Wednesday, October 23, 2024, 9:00 a.m.

Shoreview City Hall Council Chambers
4600 North Victoria Street, Shoreview, Minnesota

or via Zoom Meeting:

<https://us06web.zoom.us/j/89965664030?pwd=E6A6c0pLyAlKjsuBvFq14uC5bPb9Ve.1>

Meeting ID: 899 6566 4030

Passcode: 305405

+1 312 626 6799 US (Chicago)

Meeting ID: 899 6566 4030

Passcode: 305405

Agenda

CALL TO ORDER

ROLL CALL

SETTING OF THE AGENDA

APPROVAL OF MINUTES: OCTOBER 7, 2024, WORKSHOP; OCTOBER 9, 2024, REGULAR MEETING

CONSENT AGENDA

The following items will be acted upon without discussion in accordance with the staff recommendation and associated documentation unless a Manager or another interested person requests opportunity for discussion:

Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
24-072	Clearscape Holdings, LLC	New Brighton	Final Site Drainage Plan Public/Private Drainage System Floodplain Alteration	CAPROC 12 items

It was moved by Manager _____ and seconded by Manager _____, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and Recommendations, dated October 15, 2024.

WCA APPLICATION REQUIRING BOARD ACTION

No.	Applicant	Location	Plan Type	Recommendation
24-040	Contour Land, LLC Menomonie Land 11, LLC Rechner, LLC JSN Properties, LLC BlaineSpec IRA, LLC	Blaine	Wetland Alteration	Denial

It was moved by Manager _____ and seconded by Manager _____, to deny WCA sequencing application 24-040 as outlined in the above Table of Contents in accordance with RCWD Regulatory Manager’s Findings and Recommendations and on the basis that the sequencing application does not meet the impact avoidance requirements of sequencing 8420.0520, dated October 23, 2024.

OPEN MIC/PUBLIC COMMENT

Any RCWD resident may address the Board in his or her individual capacity, for up to three minutes, on any matter not on the agenda. Speakers are requested to come to the podium, state their name and address for the record. Additional comments may be solicited and accepted in writing. Generally, the Board of Managers will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

ITEMS REQUIRING BOARD ACTION

1. Anoka County Ditch 10-22-32 Main Trunk – Pine Street Culvert (Patrick Hughes)
2. District Records Retention Schedule (Nick Tomczik)
3. Washington Conservation District 2025 Inspection Services Contract (Patrick Hughes)
4. Professional Services Proposals (Nick Tomczik)
5. Check Register Dated October 23, 2024, in the Amount of \$347,918.80 and October Interim Financial Statements Prepared by Redpath and Company

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports
2. November Calendar
3. Administrator Updates
4. Manager Updates

**APPROVAL OF MINUTES: OCTOBER 7, 2024, WORKSHOP;
OCTOBER 9, 2024, REGULAR MEETING**

Draft

RCWD BOARD OF MANAGERS WORKSHOP

Monday, October 7, 2024

Rice Creek Watershed District Conference Room
4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota
and

Meeting also conducted by alternative means
(teleconference or video-teleconference) from remote locations.

1 The Board convened the workshop at 9:00 a.m.

2 Attendance: Board members Mike Bradley, John Waller, Steve Wagamon

3 Absent: Jess Robertson and Marcie Weinandt with prior notice

4 Staff: Drainage & Facilities Manager Tom Schmidt, Project Manager David Petry, Regulatory Manager
5 Patrick Hughes, Lake and Stream Manager Matt Kocian, Office Manager Theresa Stasica

6 Consultants: District Engineer Chris Otterness -Houston Engineering, Inc. (HEI)

7 Visitors: Chris Stowe

8 Administrator Tomczik stated the Wednesday agenda packet is rather large. Staff will introduce a few of
9 the action items' content to assist the Board. He also recommended moving the professional service
10 proposals to the last item discussed today.

11 **Browns Preserve Wetland Bank Credit Accounting/Forecasting**

12 Staff and District Engineer Otterness reviewed the workshop packet spreadsheet with the Board. The Board
13 discussed potential projects and activities that may utilize wetland credits, and project cost benefit and
14 potential to create wetland credits in other areas.

15

16 **Anoka County Ditch 10-22-32 Board-Requested Memo**

17 District Engineer Otterness stated the Board directed a review of landowner concerns regarding
18 performance of the drainage system and its potential effect on drainage from his property on ACD 10-22-
19 32 Branch 4. He reviewed the workshop packet memo which addressed the landowners' concerns. The
20 Board suggested Mr. Stowe contact staff for a site meeting to review the condition of a historic spoil pile
21 that he has concerns with on his property. The Board directed staff to meet with staff from the cities of
22 Columbus and Lino Lakes to share and discuss public drainage issues and processing along with potential
23 development so they can collaborate on the current and potential future conditions.

24 The Board took a 5-minute break.

25 **Hwy 61 Ponds Request For Proposals**

26 Lake and Stream Manager Kocian stated the Hwy 61 Ponds is a District Facility constructed in 2003/2004.
27 Maintenance has not been conducted on the ponds since construction consistent with the typical life span
28 of 20 years. The District received a WBIF grant to conduct a feasibility study for enhancing the performance
29 of the ponds.

30 Lake and Stream Manager Kocian informed the Board that they received the submitted proposals in a
31 separate packet due to the non-public material.

32 The Board reviewed their findings with staff and by consensus agreed to Barr Engineering's proposal. The
33 Board will consider this at Wednesday's meeting.

34

35 **Side by Side/Utility Task Vehicle Purchase**

36 Drainage and Facilities Manager Schmidt asked the Board for approval to purchase a UTV for staff to utilize
37 for fieldwork, inspections, maintenance and monitoring.

38

39 The Board by consensus agreed to the purchase of the UTV and directed staff to bring it to Wednesday's
40 meeting for consideration.

41

42 **10/9/2024 Agenda Items**

43 Regulatory Manager Hughes and Administrator Tomczik reviewed with the Board materials from the
44 10/9/2024 agenda packet for items: 1) 24-040 WCA application requiring board action; and 2) Ramsey/
45 Hennepin/Anoka County Boundary Change Petition Submittal to BWSR. These items will be considered at
46 Wednesday's meeting.

47

48 The Board took a 5-minute break.

49 **Administrator Updates**

50 • RCD4 Repair: Tree work has been completed. HEI has completed their survey for additional bank
51 stabilization. Staff will send out plans to select contractors for quotes.

52 • JD2 Sandy Verry memo and correspondence has been made available to all on the Board.

53 • Locke Lake-Staff has met with the City of Fridley to discuss history and future activities.

54 • RCD 2, 3, 5: The MPCA grant application for Jones Lake was unsuccessful. Staff were informed there
55 may be another RFP in February. Staff will work to address concerns on any future grant application
56 submittal. The Board directed staff to work as well with legislative contacts and partners to gather
57 support for the project.

58 • Sought a salary trend memo for 2025.

59 • CAC member roster will be reviewed by the Board in January 2025.

60

61 **Professional Service Proposals**

62 The Board by consensus agreed to bring this item to the October 23rd meeting for the full board to consider.

63

64 The workshop was adjourned at 11:44 a.m.

DRAFT

1
2 For Consideration of Approval at the October 23, 2024 Board Meeting.
3 Use these minutes only for reference until that time.
4

REGULAR MEETING OF THE RCWD BOARD OF MANAGERS

Wednesday, October 9, 2024

Shoreview City Hall Council Chambers
4600 North Victoria Street, Shoreview, Minnesota
and

Meeting also conducted by alternative means
(teleconference or video-teleconference) from remote locations

Minutes

CALL TO ORDER

5
6
7 President Michael Bradley called the meeting to order, a quorum being present, at 9:00 a.m.
8

ROLL CALL

9
10 Present: President Michael Bradley, 1st Vice-Pres. John Waller, 2nd Vice-Pres. Steve Wagamon, and
11 Secretary Jess Robertson
12

13 Absent: Treasurer Marcie Weinandt (with prior notice)
14

15 Staff Present: Regulatory Manager Patrick Hughes, Outreach & Grant Technician Molly Nelson (video-
16 conference), Lake and Stream Manager Matt Kocian, Water Monitoring Technician
17 Catherine Nester, Drainage and Facilities Manager Tom Schmidt, Project Manager David
18 Petry, Watershed Technician/Inspector Will Roach (video-conference), Watershed
19 Inspector Sarah Struntz, and Office Manager Theresa Stasica
20

21 Consultants: District Engineer Chris Otterness from Houston Engineering, Inc. (HEI); District Attorney
22 Chuck Holtman from Smith Partners
23

24 Visitors: Mod Feders
25

SETTING OF THE AGENDA

26
27 District Administrator Tomcik stated staff would ask for two proposed changes to the agenda, a new item
28 2 under Items Requiring Board Action, Utility Task Vehicle Purchase; and removal of WCA Application 24-
29 040.
30

31 Manager Wagamon stated that he would also like to suggest a change to the agenda for the Board to
32 reconsider the 2025 Stormwater Management Grant document revision and release action that was taken
33 at the September 25, 2024 Board meeting.
34

35 ***Motion by Manager Wagamon, seconded by Manager Bradley, to approve the agenda, as amended.***

36 **Motion carried 4-0.**

37

38 District Administrator Tomczik suggested that Manager Wagamon’s item be placed under Items Requiring
39 Board Action as a new #1, and reorder the other agenda items accordingly.

40

41 **READING OF THE MINUTES AND THEIR APPROVAL**

42 **Minutes of the September 25, 2024, Board of Managers Regular Meeting. Motion by *Manager***
43 ***Robertson, seconded by Manager Waller, to approve the minutes as presented. Motion carried 4-0.***

44

45 **CONSENT AGENDA**

46 The following items will be acted upon without discussion in accordance with the staff recommendation and
47 associated documentation unless a Manager or another interested person requests opportunity for discussion:

48 **Table of Contents-Permit Applications Requiring Board Action**

49 No.	Applicant	Location	Plan Type	Recommendation
50 24-062	Shuda Farms LLC	Lino Lakes	Final Site Drainage Plan	CAPROC 9 items
51 24-064	Lake Johanna Fire Department	Arden Hills	Final Site Drainage Plan	CAPROC 6 items
52 24-065	Construction Technology, Inc.	Columbus	Final Site Drainage Plan	CAPROC 6 items

55

56 ***It was moved by Manager Bradley and seconded by Manager Waller, to approve the consent agenda as***
57 ***outlined in the above Table of Contents in accordance with RCWD District Engineer’s Findings and***
58 ***Recommendations, dated October 1, 2024. Motion carried 4-0.***

59

60 **Water Quality Grant Program Cost Share Application**

No.	Applicant	Location	Project Type	Eligible Cost	Pollutant Reduction	Funding Recommendation
W24-03	Jeff Burridge	Mahtomedi	Pervious Paver, Raingardens, and Upland Stabilization	\$15,194.95	Volume: 4.3 in/yr TSS: 20.7 lbs/yr TP: 0.15 lbs/yr	50% cost share of \$7,500 not to exceed 50%; or \$7,500 whichever cost is lower

61

62 Outreach & Grant Technician Nelson gave a brief overview of the application for the Water Quality Grant
63 Program Cost Share.

64

65 ***It was moved by Manager Robertson and seconded by Manager Bradley, to approve the consent***
 66 ***agenda as outlined in the above Table of Contents in accordance with RCWD Outreach and Grants***
 67 ***Technician’s Recommendations dated October 3, 2024. Motion carried 4-0.***

68 **OPEN MIC/PUBLIC COMMENT**

69 None

70
71 **ITEMS REQUIRING BOARD ACTION**

72 **1. Reconsider Board’s September 25 Approval of 2025 Stormwater Management Grant Release**

73 Manager Wagamon stated that he would like to explain why he did not bring this up at the last
74 meeting.

75
76 District Attorney Holtman explained that the Board first needed a motion to reconsider the Board’s
77 prior action before discussion about why Manager Wagamon would like to reconsider this item.

78
79 ***Motion by Manager Wagamon, seconded by Manager Bradley, to reconsider the September 25***
80 ***approval of the 2025 Stormwater Management Grant release. Motion carried 4-0.***

81
82 Manager Wagamon explained that at the September 25, 2024 meeting, he had missed a few months
83 before that because he had Lyme Disease. He stated that he thought the proposed change to
84 program policies and materials had already gone through a Board workshop and explained that he
85 was uncomfortable when he left because he wasn’t sure that he really knew enough about it to take
86 a vote. He noted that he had intended to review the notes that the other managers had and could
87 not find them and realized that it was because it was not brought to a workshop meeting. He
88 stated that when the Board is changing program requirements, he does not think they should
89 abdicate their authority to the CAC and explained that he appreciated the input of the CAC and that
90 they look at these things closely, but he still believes that the Board should have the final review of
91 proposed changes because the Board are the ones that are in charge. He stated that he thinks that
92 this should go to a Board workshop for discussion also, which is what he was asking for.

93
94 President Bradley stated that the Board might not be able to reconsider because staff may have
95 already acted on the Board’s action from the last meeting.

96
97 District Administrator Tomczik stated that after the Board approved the 2025 Stormwater Grant an
98 announcement was posted on the District website and e-mails were sent to the partners that the
99 grant period was open and they could engage the District on potential projects.

100
101 Manager Robertson stated that she believes that, under *Robert’s Rules of Order*, this item can be
102 brought back and reviewed if it was brought back by a member of the prevailing side of the original
103 motion.

105 District Attorney Holtman stated that there are two criteria for the motion to be in order, one, that
106 it is at the same or the following session of the Board, and two, that it is not in order if a third party
107 has relied on the action. He explained that in this case this is the following session of the Board
108 and the District itself has taken steps to publicize the new terms, but it could still be altered because
109 no third party has relied on it yet, because the District has not made a grant that they would be
110 withdrawing or something of that nature. He clarified that reconsideration is in order.

111
112 President Bradley stated that the Board is under a tight timeline because the cities have until the
113 end of December to make their application and the published requirements direct that they sit down
114 with the District in a pre-meeting, and asked if there was a specific provision that Manager
115 Wagamon wanted to change right now.

116
117 Manager Wagamon stated that was the problem because he did not feel comfortable and would
118 have liked to have heard from the staff their reasoning behind things before he made a decision. He
119 stated that he understood what President Bradley was saying and noted that he did not have a
120 specific one that he wanted to change. He explained that there are some that he has discomfort
121 with, but does not understand them enough to know whether he wanted to change them or not.

122
123 Manager Robertson asked if she could see the last meeting packet.

124
125 Manager Wagamon stated that he had a copy of it with him and she could look at it.

126
127 Manager Robertson noted that she had gotten a phone call after the September 25, 2024 meeting
128 and believed that she may have voted for something, that in the aftermath, she was not entirely
129 comfortable with either. She referenced the redline item from the September 25, 2024 meeting
130 packet that included language regarding non-eligible applicants under item 3, Funding Availability
131 and noted that the Board had amended the language at the last meeting. She stated that she liked
132 rules because she liked structure, but she doesn't like rules because one size does not fit all. She
133 had an issue with the redlined language under item 3, Funding Availability.

134
135 Manager Wagamon stated that the one he was questioning was the requirement to submit a report
136 annually and wanted to know what the cities thought of that stipulation.

137
138 Manager Waller stated that he did not have any problem with bringing this back to a workshop, as
139 suggested. He stated that he did not support the new language and explained that he objected to
140 projects proposing the maintenance and repair of existing stormwater infrastructure being ineligible
141 for stormwater management grants. He stated that he also disagreed with the new section about
142 the reporting. He stated that he also did not like that staff seemed to have the inability to explain
143 what 'active' meant. He stated that he felt that this was something that the District should talk to
144 the cities about at one of their partners' meetings and noted that he felt it should have been brought
145 up with the cities to see what could be done to adjust the system instead of just deciding things and

146 just arbitrarily making these changes. He stated that he felt that the purpose of the partners'
147 meetings was to have communication regarding documents like this.

148
149 President Bradley stated that the District could always add more layers to the process, but they
150 cannot add more layers of the process and also meet the timeline for the next round of grantmaking.

151
152 District Administrator Tomczik stated that he felt this was a good discussion and reminded the Board
153 that these were the program guidelines and the idea was that the District have sufficient information
154 to guide the applicant in order for them to be successful. He stated that the District has obligations
155 of inspection, maintenance, and reporting on their own grant dollars that are received from other
156 public entities which was usual. He stated that this was the guidelines and the application form
157 and the District was not binding an applicant to these things because the CAC would review them,
158 the engineer would review them, they would be scored, and brought before the Board for
159 consideration along with obligation language.

160
161 Manager Waller stated that he did not see what the problem was with the old application and
162 reiterated that, to him, this seems to be a solution that is in search of a problem.

163
164 Manager Wagamon stated that he wanted to make a general comment about this and noted that if
165 time is of the essence, then he would have recommended, that the Board have it at their workshop
166 instead of the CAC, even though he likes to see the CAC viewpoint as another source of information.

167
168 President Bradley stated that he felt that they have a problem because most of the Managers have
169 shared at least one area of concern. He stated that the issue related to the reports was clearly
170 stated by Watershed Technician/Inspector Roach to be during the period that the grant was active,
171 which can be at most, 3 years and would more likely be less than that. He stated that if the District
172 were to have someone actually denied, they would be able to bring it to the Board and ask them to
173 consider it, so he believed that there was an avenue to address that issue. He stated that he would
174 be happy to support a motion that says that next year, this be brought to the Board at a workshop
175 before it is placed on a regular Board meeting agenda. He explained that stopping the District's
176 ability to issue \$300,000 of grants because of a procedural issue does not work for him.

177
178 Manager Wagamon asked if he was suggesting that this particular language should be brought back
179 to the Board next year.

180
181 Manager Waller stated that he felt that President Bradley was saying that the language stays as it is
182 right now and next year the Board can reconsider it all. He stated that he felt President Bradley
183 was saying that because the Board had already issued this and they are up against a deadline they
184 have to do this, but he would respectfully disagree. He stated that he felt that they could remove all
185 of this language and just issue the current version that they have had in place for years and still be
186 within the deadline.

187
188 Manager Robertson asked what the current motion actually was on the table.
189

190 District Attorney Holtman explained that the current motion on the floor is the motion that the
191 Board had voted on at the last meeting. He stated that it was now back on the floor as though the
192 Board had not yet voted on it.

193
194 Manager Robertson stated that she felt that all the statements that have been shared by the Board
195 have validity. She stated that she understood that this probably should have come to a Board
196 workshop. She reiterated that if they were looking to amend anything, in the aftermath, the area
197 she had a problem with was the redline item in number 3. She stated that item really had nothing
198 to do with what has already gone out and really only addressed who is eligible for the application.
199 She stated that in addition to that change, in 2025, she would like the Board to take the time to
200 break this down page by page at a workshop and also get feedback from the cities on what makes
201 this application difficult, and also get feedback from the CAC. She reiterated that she felt everyone
202 on the Board was saying things that were valid and true, but she would like to see them remove the
203 redline item in number 3.

204
205 Manager Wagamon stated that he would have no problem with that.
206

207 President Bradley stated that if the Board can identify specific items and then, as a Board, vote on
208 those specific items, he believes they may be able to get this done and still be able to give out
209 \$300,000 in January.

210
211 Manager Robertson stated that she was not attempting to impede the process in any way. She
212 reiterated that her suggestion was to remove the redline item on number 3 from the information
213 presented in the September 25, 2024 packet.

214
215 Manager Wagamon stated that he would not have a problem with that, but noted that he also had
216 one other one to bring up.

217
218 President Bradley asked Manager Robertson to give the specific item details that she wanted
219 removed.

220
221 Manager Robertson noted that she believed that the Board had added some additional language
222 from District Engineer Otterness when it was read into the record.

223
224 ***Motion by Manager Robertson, seconded by Manager Waller, to remove the language from the***
225 ***Watershed District Stormwater Management Grant Program Guidelines regarding item 3,***
226 ***Funding Availability, Local Match, & Eligible Costs, that is redlined, ‘Projects proposing the***
227 ***maintenance or repair of existing stormwater management infrastructure are ineligible for***

228 **Stormwater Management Grant funding. Additionally, projects that are proposed by entities that**
229 **owe funds to the District will not be considered.'**

230
231 District Attorney Holtman clarified that the Board would be making a motion to amend the motion
232 that is on the table and if that passes, then they would have a vote on the amended motion.

233
234 President Bradley asked if there was an understanding that the result of approving this is that it
235 would change Manager Wagamon's request that the Board stop the whole thing this year and make
236 that one amendment right now.

237
238 Manager Wagamon stated that he also had one other item that he would like to hear more about
239 and asked if that could also be discussed before they take a vote.

240
241 Manager Waller reminded him that there was a motion on the table and then the Board can proceed
242 with the discussion of the entire document and felt it would be more appropriate for Manager
243 Wagamon to bring up his questions at that time.

244
245 ***Motion carried 4-0.***

246
247 Manager Wagamon stated that he had a question about how they had to report to the District,
248 under number 10 where it stated, 'Annual written progress reports are due to the RCWD by
249 December 31st each year the grant is active, including any extensions. The first report for the 2025
250 Stormwater Management Grant program will be due December 31, 2025. Reports must include,
251 at minimum, (1) a summary of project activities completed in the current year, (2), an updated
252 timeline for project completion, (3) a summary of project expenditures to date, (4) Photos of BMPs
253 if construction has started. A template for reporting will be provided upon grant award.' He
254 noted that this may not be the section he was thinking of because he thought there was a statement
255 that said that they had to give reports every year.

256
257 Manager Robertson stated that item 10 was also a redlined item and explained that her assumption
258 is that with a grant there was a reporting component and asked if what was identified in this item
259 was above and beyond the existing requirement.

260
261 Manager Waller stated that he thought what Manager Wagamon may have been referring to was
262 on page 43.

263
264 Manager Wagamon stated that it may also be on page 45.

265
266 President Bradley asked if Watershed Technician/Inspector Roach was in attendance at the meeting.

267

268 District Administrator Tomczik noted that Watershed Technician/Inspector Roach was in
269 attendance, online.

270
271 Watershed Technician/Inspector Roach stated that he would like to circle back on a few things that
272 the Board has been discussing. He stated that with regard to the redline language that was flagged
273 by Manager Waller and Manager Robertson regarding eligibility he wanted to note one key thing to
274 consider is that the language referring to projects that are proposing maintenance of existing
275 systems is language that has been included in the program guidelines for the last few years, which
276 he believed began in 2021. He stated that it was the Board's prerogative if they wanted to remove
277 that language, but explained that he wanted to point that detail out. He explained that with regard
278 to the reporting requirements, the reporting is essentially an annual progress report during the
279 three years that the grant is active that just outlines what work has been done, what still needs to
280 be done, and what their updated timeline would be for the project completion. He stated that the
281 item that he believed that Manager Wagamon was referring to regarding the 10 years, he wanted
282 to clarify that it was not 10 years of reporting and explained that this was language was requested
283 by the CAC where they would basically supply a plan for 10 years of project maintenance. He
284 reiterated that they would not be requiring reporting for 10 years, but would be asking applicants
285 to outline what the long-term maintenance actually looked like for this project, how frequently it
286 would be inspected, and what activities it may undergo during that time period.

287
288 Manager Waller stated that he was reading the language on page 43 and would respectfully disagree
289 with what Watershed Technician/Inspector Roach just shared because it does say that there is a 10-
290 year reporting period. He noted that the next sentence states, 'Applicant who receive grant
291 funding will also be required to submit an annual written report that summarizes the maintenance
292 and monitoring work undertaken to maintain functionality.' He stated that is 10 years of reporting
293 and was what Manager Wagamon had been referring to.

294
295 Manager Wagamon agreed that this was the section that he had been referring to.

296
297 Manager Waller stated that section was not the three years of the grant being 'active' because this
298 was 10 years subsequent to that time period. He stated that this was all new language and noted
299 that the language that the Board had already decided to remove was also all new language.

300
301 District Administrator Tomczik stated that they are looking at the application guidelines and the
302 dialogue that staff will have with the applicant about how this project will look in the future. He
303 stated that within the actual grant agreement it talks about construction, maintenance, and access,
304 so there is no change specific to that in the agreement document. He stated that they want to be
305 sure what an applicant proposes, they know that the District generally wants to protect the public
306 funds and ensure that they are serving the intended purpose into the future.

307

308 Manager Robertson stated that she felt that there was conflicting language in this document. She
309 stated that she did feel that the applicant should be made aware of what responsibilities come with
310 the grant, but reiterated that she felt that there was conflicting language. She referenced page 40,
311 and the addition of item 10, Reporting, and noted that if she understood Watershed
312 Technician/Inspector Roach correctly, there was already a due diligence process required with the
313 grant application. She stated that there is a reference to a 10-year timeline in the document, but
314 when you look at page 45, you see that then on top of the expectation of maintenance and reporting
315 with the grant, there is an annual report to be written each year of the active grant, but then again,
316 if you go back in the document, it references a 10 year period. She stated that she does think there
317 is confusion and it sounded to her like the application process and the maintenance process
318 following receiving the grant is pretty stringent because there is already a reporting requirement.
319 She suggested that they take out the language in item number 10 because there are multiple
320 references to reporting throughout different pieces of the document, including the new reporting
321 section itself, that contradict each other.

322
323 District Administrator Tomczik referenced page 40 of the September 25, 2024 packet, item 10 on
324 reporting is the nuance that President Bradley had pointed out. He explained that going into 2025,
325 the District has nearly \$800,000 that is pending release because they have granted it out under this
326 program and they get no response and have to ask cities if they are still doing the project or if other
327 things are happening with other entity approvals. He stated that the District needs to be informed
328 about these things because it informs the District budget because those funds are in limbo. He
329 explained that item 10 was about reporting to the District about whether they still actually want the
330 money or not.

331
332 President Bradley stated that he was at a disadvantage because he did not have a packet from the
333 September 25, 2024 meeting in front of him because this item was not originally on their agenda.

334
335 Manager Robertson and Manager Wagamon offered to share their copy of the September 25, 2024
336 packet with President Bradley.

337
338 President Bradley explained that from what he was hearing there are 2 provisions, one about the
339 active part, which he didn't know if anyone was challenging the requirement to report to the District
340 during that three-year period, and the second is that apparently there was a later provision on page
341 43 of the September 25, 2024 packet, that states, 'Applicants who receive grant funding will also be
342 required to submit an annual written report that summarizes the maintenance and monitoring work
343 undertaken to maintain functionality.' He stated that the objection appeared to be the
344 requirement of 10 annual written reports that summarized the maintenance and monitoring. He
345 asked if those who were objecting would accept a requirement for the reporting to be required
346 every 3 years.

347
348 Manager Wagamon stated that he felt that would make better sense to him.

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388

President Bradley noted that the District required their own staff to report to the Board on an annual basis.

Manager Wagamon clarified that he wasn't necessarily saying that the annual reports aren't valid, but did want to hear what the cities had to say about it.

President Bradley stated that he understood that but the Board was in a position where they needed to move forward.

Manager Wagamon stated that he understood that and would probably be in favor of taking it out.

District Administrator Tomczik stated that to the point that he was hearing Manager Wagamon make, the portion that the Board was referring to is in the application form, so he would think that the District would want to ensure that the public's funds for a period of at least 10 years to make sure that what is put on the landscape remains viable.

President Bradley clarified that he did not believe that anyone was challenging that sentence.

District Administrator Tomczik stated that was customary and referenced the language at the bottom of page 43 of the September 25, 2024 packet, 'This should include a timeline of when regular inspections will be made...'. He noted that at this point in time, none of them know what that project is or what the maintenance may look like and explained that, to him, he would read the language more broadly.

Manager Wagamon stated that was not what this statement actually said.

President Bradley suggested a wording change, 'Applicants who receive grant funding will also submit a written report that summarizes maintenance and monitoring work undertaken consistent with the timeline submitted with the application.' He stated that there could also be an alternative statement that says, 'or, at least every three years.' He asked which version would work best for District Administrator Tomczik.

District Administrator Tomczik stated that he believes what President Bradley had stated that strikes the word 'annual' and drives it back to the timeline was fine because then they know what the BMP is.

Manager Robertson asked if each grant application was unique in what their reporting timelines or requirements may be.

389 Watershed Technician/Inspector Roach stated that there was no current reporting requirement.
390 He explained that what they have seen in recent submittals of maintenance plans have varied
391 depending on the type of project.
392

393 Manager Robertson asked for clarification about whether each project was unique as far as what its
394 reporting or maintenance requirements may be.
395

396 Watershed Technician/Inspector Roach confirmed that was correct.
397

398 ***Motion by Manager Bradley, seconded by Manager Waller, to amend the last sentence in section***
399 ***x. on page 43 of the September 25, 2024 packet, to state, 'Applicants who receive grant funding***
400 ***will also be required to submit a written report based on the inspection timeline contained in its***
401 ***application that summarizes the maintenance and monitoring work undertaken to maintain***
402 ***functionality.'***
403

404 Manager Waller stated that he felt that all President Bradley did with his proposed language was to
405 extend the timeline from 10 years to who knows when and asked why this was necessary.
406

407 President Bradley asked what was the necessity of the Board having a requirement that the staff
408 provide them with reports annually on their inspections of the District facilities. He stated that he
409 felt that it was the same function.
410

411 Manager Robertson stated that there is a grant requirement to do the reporting that was already
412 written into the grant.
413

414 Manager Wagamon stated that he did not believe so.
415

416 Manager Robertson stated that she thought that was what Watershed Technician/Inspector Roach
417 had indicated.
418

419 Watershed Technician/Inspector Roach clarified that, at this time, prior to the Reporting section
420 that was added to the program guidelines, there was not a reporting process. He stated that they
421 were required to give the District a maintenance plan that outlined what they would be doing for
422 long-term maintenance of the project, but there was no requirement to provide the District with
423 progress updates or to let them know when the maintenance had been completed.
424

425 Manager Robertson stated that she wanted to make sure she understood this clearly and asked if
426 her understanding was correct that there were no current requirements, outside of the adopted red
427 language, within the amended stormwater application rules.
428

429 Watershed Technician/Inspector Roach stated that was correct.

430

431

Manager Wagamon stated that during the three-year time period he thought there was a requirement.

432

433

434

President Bradley stated that was before the grant was actually 'active' because there was no maintenance during that three years.

435

436

437

Manager Waller stated that the active part is asking if they were going to use the money. He stated that after they put the grant money together and the applicant has put their money into it, and they were going to have unlimited reporting forever because if it is annual maintenance and the program lasts 30 years, every year they will an annual report. He stated that he felt that this language was a solution that is in search of a problem and he did not believe that there was any problem with this. He stated that he would like to call the question on the amendment.

438

439

440

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443

444

Manager Robertson asked for clarification of what was before the Board at the present time.

445

446

President Bradley explained that the only thing he had proposed to amend was the last sentence of section x so it would read, 'Applicants who receive grant funding will also be required to submit a written report based on the inspection timeline contained in its application that summarizes the maintenance and monitoring work undertaken to maintain functionality.'

447

448

449

450

451

Manager Wagamon stated that he felt that statement was pretty wide open.

452

453

Motion failed 1-3 (Waller, Wagamon, and Robertson opposed)

454

455

Motion by Manager Waller that the language on number 10, Measurable Outcomes, on page 43 of the September 25, 2024 packet, depicted in red, be struck.

456

457

458

Manager Robertson seconded the motion.

459

460

President Bradley asked what was wrong with having the applicant provide a timeline for when regular inspections would be made for at least the next ten years.

461

462

463

Manager Wagamon stated that he felt that seemed open-ended because the timeline doesn't have an end period.

464

465

466

President Bradley stated that the applicant would provide the end period, and stated that it is up to ten years when the project was done.

467

468

469

Manager Waller stated that it says, 'at least 10 years' but it could be much, much more. He noted that when the District has grant money to do the lakes, that is 25 years for the sand filters. He

470

471 stated that they have to guarantee the function of it for 25 years, but they don't guarantee 25 years
472 for the function of the lakes when they do the alum treatment.

473
474 District Attorney Holtman explained that his understanding, based on the vote taken at the last
475 meeting, is that there is an obligation to maintain the project for 10 years, which is separate from
476 reporting. He stated that he did not believe the Board was debating that item, but is debating the
477 reporting obligation. He stated that the Board's vote last time was that there was an obligation to
478 report during the period of the grant and nothing beyond that. He explained that the question that
479 the Board was now discussing was if there should also be an obligation to report, after the grant has
480 ended, on project inspection and maintenance. He stated that the motion that President Bradley
481 had offered that was voted down would have provided for that reporting to occur on a frequency
482 and duration determined with staff on a case-by-case basis. He noted that there is presently no
483 obligation for the grantee to report during the maintenance period. He stated that if Manager
484 Waller's motion passes, he believes that would be consistent with where they stand now, because
485 there would still be the 10-year maintenance but there wouldn't be a reporting obligation. He
486 stated that if the Board wanted affirmative reporting to occur, then the Board would need to take
487 some type of further action.

488
489 Manager Wagamon stated that he thinks that it has become clear that this item should have come
490 to a workshop meeting. He stated that he thinks this action makes sense and then the District will
491 have time over the next year to discuss it with the cities.

492
493 President Bradley called the question.

494
495 Manager Wagamon asked for clarification of what they were voting on.

496
497 Manager Waller explained that the motion was to delete the language in red under Measurable
498 Outcomes that stated, 'This should include a timeline of when regular inspections will be made for
499 at least the next 10 year following completion of the project. Applicants who receive grant funding
500 will also be required to submit an annual written report that summarizes the maintenance and
501 monitoring work undertaken to maintain functionality.'

502
503 ***Motion carried 3-1 (Bradley opposed).***

504
505 Manager Robertson stated that she would like to make a suggestion that when the Board reviews
506 this that within the weighted scoring scale they include a maintenance section.

507
508 President Bradley briefly reviewed the two amendments to the main motion, and asked for a vote
509 on the main motion as amended.

510
511 ***Motion carried 4-0.***

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2. Valdes Lawn Care and Snow Removal, LLC Partial Pay Request #1 – Ramsey County Ditch #4 Project
Drainage & Facilities Manager Schmidt reviewed Partial Pay Request #1 for the RCD-4 repair project and noted that the work has been substantially completed, including the tree removal and seeding in the disturbed areas.

Motion by Manager Wagamon, seconded by Manager Robertson, to approve Valdes Lawn Care and Snow Removal, LLC, partial pay request #1 as submitted and certified by the District Engineer and direct staff to issue a payment in the amount of \$ 88,667.06. Motion carried 4-0.

3. Side-by-Side/UTV Purchase

Drainage & Facilities Manager Schmidt noted that staff had distributed information on this item prior to the meeting and reminded the Board that they had discussed this at a recent workshop meeting. He explained that they were looking for Board action to authorize this purchase and delegate the authority to the District Administrator to sign a purchase agreement. He noted that they did consider the requirements under the municipal contracting law and looked at the State cooperative purchasing venture, but decided that a local purchase was more advantageous to the District, because the dealer for the State contract was located in Fergus Falls and the local dealership had the equipment in stock. He noted that they had also reached out to a second vendor for a quote, but they had not responded.

Motion by Manager Wagamon, seconded by Manager Waller, to authorize the purchase of a new UTV for an amount not to exceed \$30,000.00 and further authorize the District Administrator to sign a purchase agreement for the purchase. Motion carried 4-0.

4. Highway 61 Ponds Project-Engineer Selection

Lake and Stream Manager Kocian stated that there was a handout distributed prior to the meeting that simply filled in a few blanks from the version included in the packet and explained that they were seeking a Board motion to select a Project Engineer for the Highway 61 Ponds project. He stated that the Highway 61 ponds are a District facility near the end of Ramsey-Washington JD -1 in White Bear Township and are just upstream of Bald Eagle Lake. He noted that the ponds were constructed by the District in 2003 for the purpose of providing water quality benefit for Bald Eagle Lake as well as to enhance some of the wetland functions in the area. He explained that maintenance had not been done on these ponds since they were constructed and noted that 20 years is the typical life span of these ponds. He stated that recently the District received a Watershed Based Implementation Funding grant from BWSR and the purpose of those funds was for a feasibility study. He explained that as they are looking at doing inspection, maintenance, and possible retrofitting of the ponds, the grant dollars received by BWSR are to look at ways to possibly enhance the ponds so they would function better than they have in the past, in particular, to capture dissolved phosphorus. He stated that there is a monitoring station just downstream of these

552 ponds and the data suggest that dissolved phosphorus is going up and reiterated that the purpose
 553 of the project would be to try to find a way to address that issue. He explained that the BWSR
 554 grant is for \$40,000 and the District has up to \$20,000 to contribute on top of the grant funding, for
 555 a total budget of \$60,000. He stated that the District had used the RFP process to identify a Project
 556 Engineer and sent out the RFP to 8 engineering firms and received 6 proposals. He reminded the
 557 Board that they had discussed this at the recent workshop meeting and staff shared its judgment
 558 that there were 2 firms that had really good proposals and the consensus of the Board following
 559 their discussion was to select Barr Engineering for this project.

560
 561 ***Motion by Manager Waller, seconded by Manager Bradley, to authorize the RCWD administrator,***
 562 ***on advice of counsel, to enter into a professional services agreement for the Hwy 61 Ponds Project***
 563 ***with Barr Engineering Company for an amount not to exceed \$53,330.00, and to execute contract***
 564 ***amendments that increase the contract amount by no more than 5%. Motion carried 4-0.***
 565

566 **5. Ramsey/Hennepin/Anoka County Boundary Change Petition-Submittal to Board of Water and Soil**
 567 **Resources**

568 Water Monitoring Technician Nester explained that the District had undertaken a multi-phase
 569 investigation and revision of its jurisdictional boundary and now they were ready to take the next
 570 step in the process with submittal of the boundary change petition to BWSR. She reviewed the
 571 background and the process to get to this point.

572
 573 ***Motion by Manager Waller, seconded by Manager Wagamon, to adopt Resolution 2024-07***
 574 ***Requesting Change Of Boundary With Capitol Region Watershed District, the Mississippi***
 575 ***Watershed Management Organization, the Ramsey-Washington Metro Watershed District, and***
 576 ***the Vadnais Lake Area Water Management Organization, and to authorize staff to make further***
 577 ***non-substantive changes to the petition as necessary and on advice of counsel.***
 578

579 **THEREFORE BE IT RESOLVED** the Board of Managers of the Rice Creek Watershed District directs
 580 its staff to submit a petition to the Minnesota Board of Water and Soil Resources, pursuant to
 581 Minnesota Statutes §103B.215, to amend the District’s legal boundary.

582 **ROLL CALL:**
 583 ***Manager Bradley – Aye***
 584 ***Manager Robertson – Aye***
 585 ***Manager Wagamon – Aye***
 586 ***Manager Waller – Aye***
 587 ***Manager Weinandt – Absent***
 588 ***Motion carried 4-0.***
 589
 590

591 **6. Check Register Dated October 9, 2024, in the Amount of \$217,974.39 Prepared by Redpath and**
592 **Company**

593
594 *Motion by Manager Bradley, seconded by Manager Waller, to approve check register dated*
595 *October 9, 2024, in the Amount of \$217,974.39 prepared by Redpath and Company. Motion*
596 *carried 4-0.*

597

598 **ITEMS FOR DISCUSSION AND INFORMATION**

599 **1. District Engineer Updates and Timeline**

600

601 **2. Staff Reports**

602

603 **3. October Calendar**

604

605 **4. Administrator Updates**

606 District Administrator Tomczik stated that the bi-annual professional services solicitation was not
607 fully considered at the workshop, consensus at the workshop to bring item to the October 23rd
608 meeting. He asked the Board to retain the non-public materials for discussion and action at the
609 October 23, 2024 meeting.

610

611 **5. Manager Updates**

612 Manager Waller stated that there was not a Washington County Consortium meeting this month
613 and noted the Minnesota Watersheds update would be happening in person later in the month.

614

615 Manager Robertson stated that she had attended the CAC meeting and thanked Manager Wagamon
616 for his willingness to also be there because she arrived a bit late. She stated that the grant
617 application that had been approved during tonight’s meeting by the Board was the principal item of
618 discussion at the CAC.

619

620 President Bradley noted that he planned to participate in a Minnesota Watersheds committee
621 meeting on bylaws and rules next week. He stated that the Bald Eagle celebration of the delisting
622 of Bald Eagle Lake will take place October 17, 2024 at 7:00 p.m. at the Boatworks meeting room.

623

624 **ADJOURNMENT**

625 *Motion by Manager Robertson, seconded by Manager Wagamon, to adjourn the meeting. Motion*
626 *carried 4-0, and the meeting adjourned at 10:16 a.m.*

627

CONSENT AGENDA

The following items will be acted upon without discussion in accordance with the staff recommendation and associated documentation unless a Manager or another interested person requests opportunity for discussion:

Table of Contents-Permit Applications Requiring Board Action

No.	Applicant	Location	Plan Type	Recommendation
24-072	Clearscape Holdings, LLC	New Brighton	Final Site Drainage Plan Public/Private Drainage System Floodplain Alteration	CAPROC 12 items

It was moved by Manager _____ and seconded by Manager _____, to approve the consent agenda as outlined in the above Table of Contents in accordance with RCWD District Engineer's Findings and Recommendations, dated October 15, 2024.

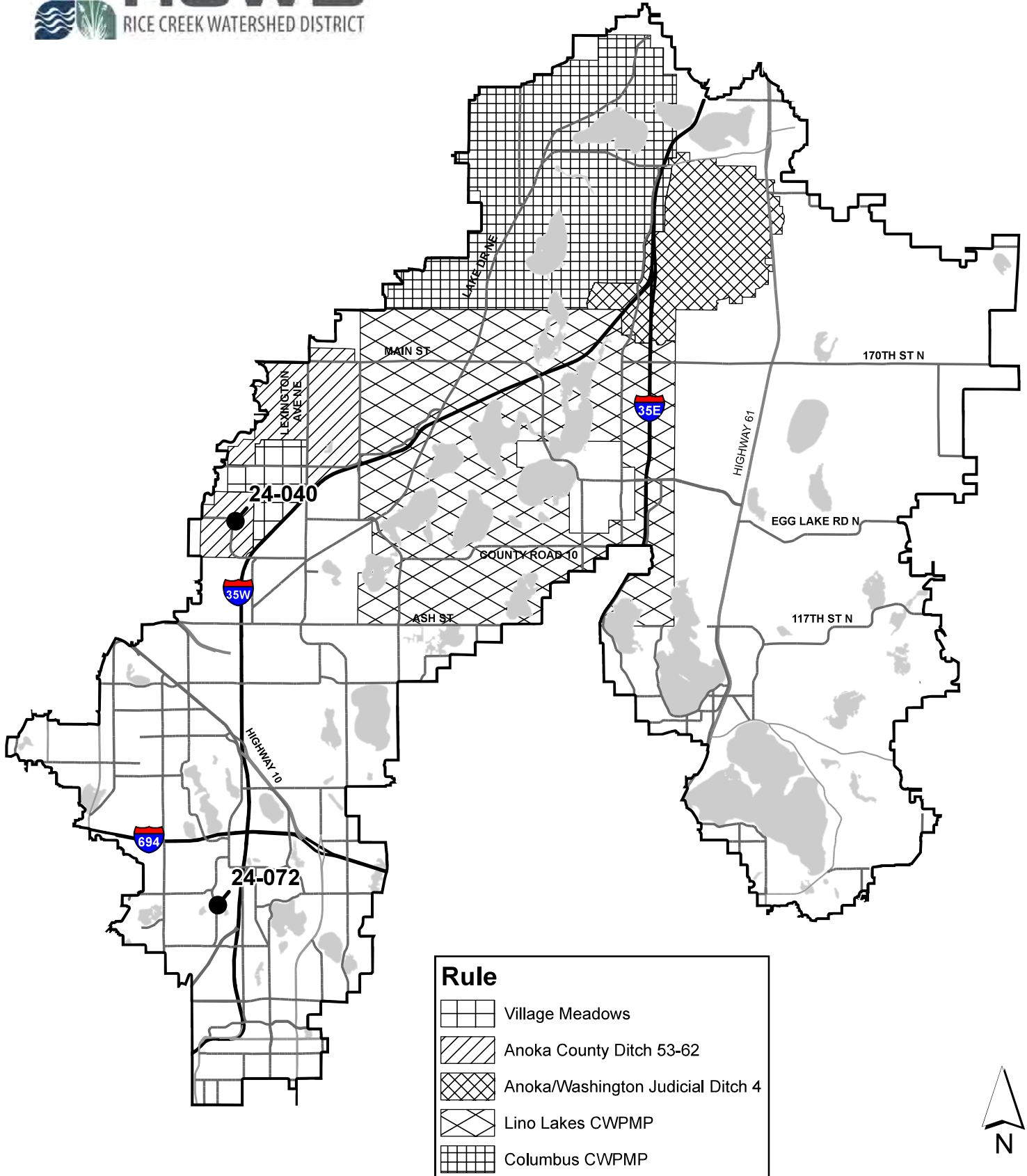
**RICE CREEK WATERSHED DISTRICT
CONSENT AGENDA**

October 23, 2024

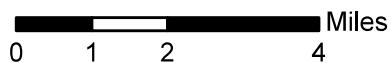
It was moved by _____ and seconded by _____ to Approve, Conditionally Approve Pending Receipt Of Changes, or Deny, the Permit Application noted in the following Table of Contents, in accordance with the District Engineer’s Findings and Recommendations, as contained in the Engineer’s Findings and Recommendations, as contained in the Engineer’s Reports dated October 15, 2024.

TABLE OF CONTENTS

Permit Application Number	Applicant	Page	Recommendation
Permit Location Map		24	
24-072	Clearscape Holdings, LLC	25	CAPROC



Permit Reviews
10/23/2024 Agenda





WORKING DOCUMENT: This Engineer's report is a draft or working document of RCWD staff and does not necessarily reflect action by the RCWD Board of Managers.

Permit Application Number:

24-072

Permit Application Name:

Clearscape Outdoor Services

Applicant/Landowner:

Clearscape Holdings, LLC
Attn: Wade Gerten
175 Old Hwy 8 SW
New Brighton, MN 55112
Ph: 612-867-0246
wade@clearscape.net

Permit Contact:

Plowe Engineering, Inc.
Attn: Adam Ginkel
6776 Lake Drive STE 110
Lino Lakes, MN 55014
Ph: 651-361-9182
Fx: 651-361-8701
adam@plowe.com

Clearscape Outdoor Services
Attn: Dan Steuernagel
DanS@clearscape.net

Project Name: Clearscape Outdoor Services

Purpose: FSD – Final Site Drainage, PDS – Public/Private Drainage System, FA – Floodplain Alteration; Outdoor parking lot and service area improvements

Site Size: 2 parcels totaling 4.2± acres / 2.7± acres of disturbed area; existing and proposed impervious areas are 3.20 ± acres and 2.97 ± acres, respectively

Location: 175 Old Highway 8 SW, New Brighton

T-R-S: NE ¼, Section 32, T30N, R23W

District Rule: C, D, E, I

Recommendation: CAPROC

It is recommended that this Permit Application be given Conditional Approval Pending Receipt of Changes (CAPROC) and outstanding items related to the following items:

Conditions to be Met Before Permit Issuance:

Rule D – Erosion and Sediment Control

1. Submit the following information per Rule D.4:

- (c) Name, address and phone number of party responsible for maintenance of all erosion and sediment control measures.
- (e) Clear identification of all temporary erosion and sediment control measures which will remain in place until permanent vegetation is established. Applicant must indicate perimeter control.
- (h) Provide documentation that an NPDES Permit has been applied for and submitted to the Minnesota Pollution Control Agency (MPCA).

Rule I – Drainage Systems

2. Applicant must provide, within the applicant's property, a 100-foot easement centered on the alignment of RCD 2 specifying and encompassing a District right of maintenance access for the public drainage system. See Finding 7 below.
3. Applicant must provide additional details regarding the "storage" within the easement area. See Finding 7 below.
4. Applicant must note in plans that riprap shall not be installed in ditch bottom.
5. Applicant must note in plans that outlet pipe shall not project into the ditch.
6. Applicant must show additional measures (e.g. erosion control blanket) to stabilize the ditch side slopes where it is disturbed.
7. Applicant must submit a copy of the final dewatering plan (if required).

Administrative

8. Email one final, signed full-sized pdf of the construction plan set. Include a list of changes that have been made since approval by the RCWD Board. Final plans must include the following:
 - Ensure the datum is labeled.
 - Additionally, ensure the previously noted conditions are addressed.
9. Submit a copy of the recorded plat or easements establishing drainage or flowage over stormwater management facilities, stormwater conveyances, ponds, wetlands, on-site floodplain up to the 100-year flood elevation, or any other hydrologic feature (if easements are required by the City of New Brighton).
10. The applicant must submit a Draft Declaration for Maintenance of Stormwater Management Facilities acceptable to the District for proposed onsite stormwater management and pretreatment features.
11. The applicant must provide an attested copy of any and all signed and notarized legal document(s) from the County Recorder. Applicant may wish to contact the County Recorder to determine recordation requirements prior to recordation.
12. The applicant must submit a surety of \$11,000 along with an original executed escrow agreement acceptable to the District. If the applicant desires an original copy for their records, then two original signed escrow agreements should be submitted. The applicant must provide the first \$5000 in the form of a check and has the option of providing the remainder of the surety amount in the form of a check or a Performance Bond or Letter of Credit. The surety is based on \$2,000 for 2.7 acres of disturbance, \$9,000 for 18,069 CF of storm water treatment.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, applicant agrees to these stipulations:

1. Provide an as-built survey of all stormwater BMPs (ponds, rain gardens, trenches, swales, etc.) to the District for verification of compliance with the approved plans before return of the surety.
2. Provide an as-built survey of all pipe sizes and invert elevations of culverts within the RCD-2 right-of-way to verify location and elevation with the approved plans.

Exhibits:

1. Preliminary plan set containing 8 sheets dated and received 09-27-2024

2. Permit application, dated 9-19-2024 and received 9-25-2024
3. Stormwater Calculations, dated and received 9-27-2024, containing narrative, drainage maps, HydroCAD report for the 2-year, 10-year, and 100-year rainfall events for proposed and existing conditions
4. Geotechnical report, dated 6-18-2021, received 9-25-2024
5. Impervious area exhibit, dated and received 10-10-2024

Findings:

1. Description – The project proposes to create a paved lot and other improvements on 2 parcels totaling 4.2± acres located in New Brighton. The project will decrease the impervious area from 3.20± acres to 2.97± acres and disturb 2.7± acres overall. The site drains directly to RCD 2, immediately downstream of the Jones Lake outlet. The applicant has submitted a \$3,000 application fee for a Rule C permit creating less than 5 acres of new and/or reconstructed impervious surface.
2. Stormwater – The applicant is proposing the BMPs as described below for the project:

Proposed BMP Description	Location	NURP requirement	Volume provided	EOF
(NURP) Pond	Southeast corner of property	18,069± cubic feet	19,134± cubic feet	898.2

Soils on site are primarily clayey sands (HSG D) soils. Thus, infiltration is not considered feasible and a NURP pond is acceptable to meet the water quality requirement. Per Rule C.6(c)(1), the Water Quality requirement is 2.2-inches over the new/reconstructed area (1.86± acres). However, NURP sizing criteria governs.

The pond sizing, and outlets and overflows are consistent with the design criteria of Rule C.9(d). The applicant has treated over 100% of the required impervious area, partially in lieu. Additional TSS removal is not practicable. The applicant has met all the Water Quality requirements of Rule C.6 and the design criteria of Rule C.9(d).

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
RCD 2	13.9	9.4	21.8	15.5	38.1	27.3
80% of Existing	11.2		17.4		30.5	

The project is located within the Flood Management Zone. The applicant has complied with the rate control requirements of Rule C.7.

The applicant has complied with the freeboard requirements of Rule C.9(g).

3. Wetlands – There are no wetlands located within the project area.
4. Floodplain – There are two regulatory floodplain elevation on site. Downstream of the Jones Lake weir the regulatory elevation is 898.8 (NAVD 88). No impacts will occur to this floodplain. The floodplain upstream of the weir is 899.1 (NAVD 88), in which the applicant is proposing 74 cubic yards of fill. Mitigation is not required.
5. Erosion Control – Proposed erosion control methods include a rock construction entrance, inlet protection and rip rap. The project will disturb more than 1 acre; an NPDES permit is required. The

SWPPP is located on plan sheets C2.2, and C2.3. The information listed under the Rule D – Erosion and Sediment Control section above must be submitted. Otherwise, the project complies with RCWD Rule D requirements. The project is within 1 mile and upstream of a nutrient impaired water.

6. Regional Conveyances – Rule G is not applicable.
7. Public Drainage Systems – The project proposes work within the right-of-way of the open channel portion of RCD 2 that includes the installation of a storm sewer outlet, below the top of the bank. Per Condition 6, erosion control measures are required to avoid bank erosion and scour. The right-of-way (as identified in the report *Ramsey County Ditch 2, 3, & 5 Historical Review* dated March 2, 2018) encompasses the area of 100-feet centered along the ditch (to property line). Per Rule 1.3(i), the permittee must convey to the District an easement to the public drainage system specifying a District right of maintenance access over the right of way of the public drainage system as identified within the public drainage system record.

The applicant must provide additional details regarding the proposed “storage” within the easement area. If, in the District’s judgement, the “storage” interferes with maintenance and cannot be moved, the applicant must either not place it within the easement area or indemnify the District from any damage. Note that due to future flood improvement projects along RCD 2, anything within the easement area has high likelihood of being damaged or destroyed. The proposed project features will not alter the profile of the ditch. The project is compliant with Rule I.

8. Documenting Easements and Maintenance Obligations – Applicant must provide a draft maintenance declaration for approval, and a receipt showing recordation of the approved maintenance declaration and the drainage and flowage easements (if required).
9. Previous Permit Information – A previous application for the site received CAPROC under permit 21-065. The CAPROC has expired, requiring a new application.

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



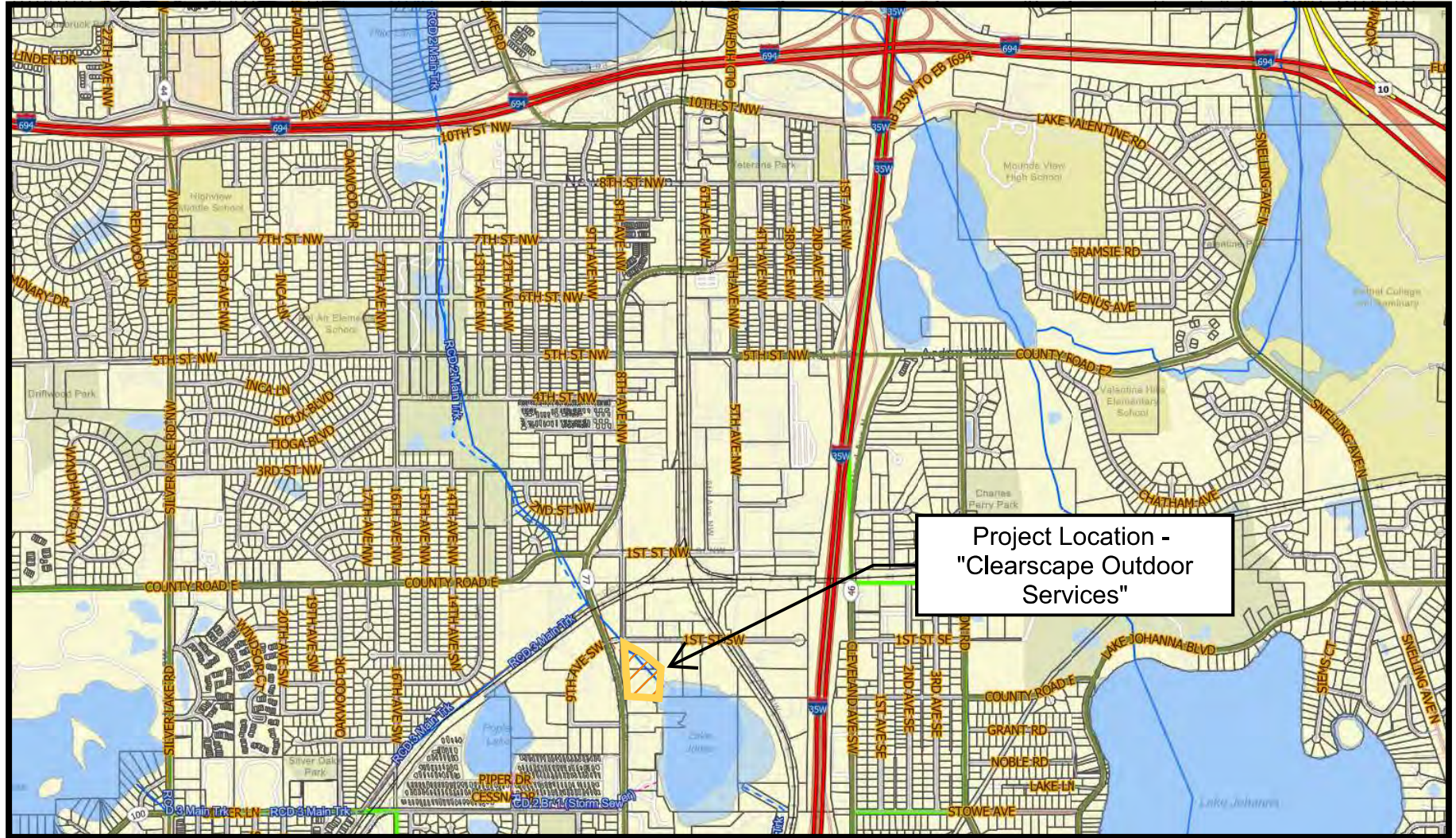
10/15/2024

Greg Bowles, MN Reg. No 41929



10/15/2024

Katherine MacDonald, MN Reg. No 44590



Project Location -
"Clearscape Outdoor
Services"

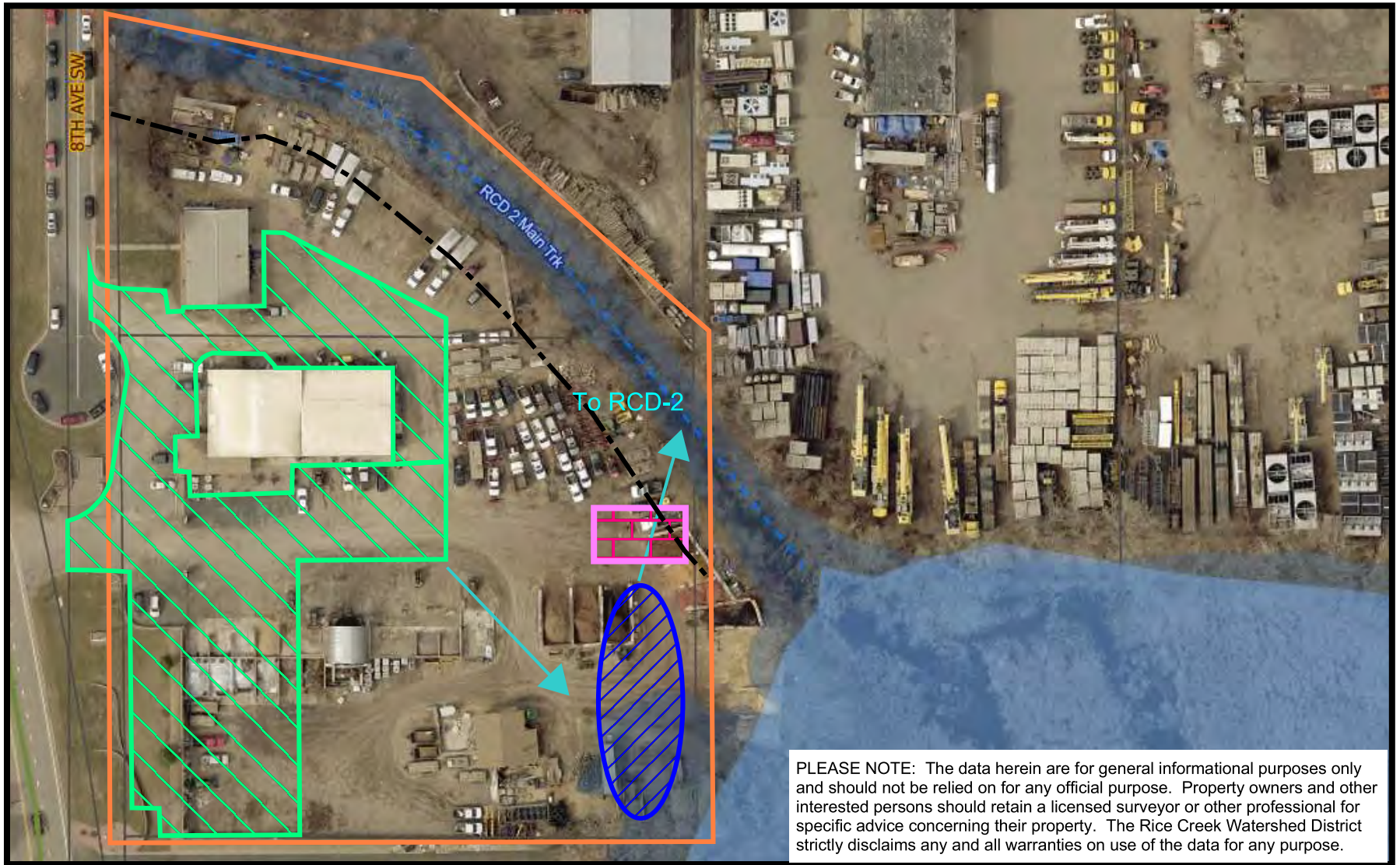
Legend

 Project Location

 Public Ditch - Open Channel

 Public Waterway





PLEASE NOTE: The data herein are for general informational purposes only and should not be relied on for any official purpose. Property owners and other interested persons should retain a licensed surveyor or other professional for specific advice concerning their property. The Rice Creek Watershed District strictly disclaims any and all warranties on use of the data for any purpose.

Legend

- Project Location
- Proposed Bituminous
- Storage
- Proposed Easement Line
- (NURP) Pond
- Floodplain
- Drainage Arrow



WCA APPLICATION REQUIRING BOARD ACTION

No.	Applicant	Location	Plan Type	Recommendation
24-040	Contour Land, LLC Menomonie Land 11, LLC Rechner, LLC JSN Properties, LLC BlaineSpec IRA, LLC	Blaine	Wetland Alteration	Denial

It was moved by Manager _____ and seconded by Manager _____, to deny WCA sequencing application 24-040 as outlined in the above Table of Contents in accordance with RCWD Regulatory Manager's Findings and Recommendations and on the basis that the sequencing application does not meet the impact avoidance requirements of sequencing 8420.0520, dated October 23, 2024.

MEMORANDUM

Rice Creek Watershed District



Date: October 17th, 2024
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: WCA sequencing application 24-040

Introduction

WCA sequencing application 24-040 was previously on the October 9, 2024 Board of Managers regular meeting agenda but was removed at the applicant's request. The sequencing application is now on the October 23, 2024 agenda for the Board's consideration, with all of the same materials.

Background

A WCA sequencing application was received by RCWD on June 4, 2024. The application was noticed for agency review on June 7, 2024. Minnesota Statute 15.99 requires that an agency must approve or deny an application within 60 days of a written request/application. The 15.99 Statute allows for an extension of the decision timeframe of up to an additional 60 days. RCWD communicated that it was extending the decision deadline an additional 60 days, as response to LGU/TEP comments were pending from the applicant, thus requiring action by the Board of Managers no later than October 5, 2024. With ongoing discussion between RCWD, the TEP, the applicants and their team, the applicants elected to extend the RCWD decision deadline until October 9, 2024 to coincide with a Board Meeting date. The applicants then further requested that the item be pulled from the October 9, 2024 agenda so they could continue to revise the application and reach an agreeable solution with RCWD and subsequently extended the decision deadline until October 23, 2024.

At the time of packet assembly for the October 23, 2024 RCWD Board meeting, no additional materials have been received by the District. The Board of Managers must approve or deny the application at the October 23, 2024 meeting consistent with its Minnesota Statute 15.99 obligations. Staff's recommendation is denial on the basis that the application does not meet the impact avoidance requirements of sequencing Minnesota Rule 8420.0520. This action does not preclude the applicant from "reapplying" for the project.

Staff Recommendation

Staff recommends that the Board of Managers deny WCA sequencing application 24-040 in accordance with RCWD Regulatory Manager's Recommendations and on the basis that the sequencing application does not meet the impact avoidance requirements of sequencing Minnesota Rule 8420.0520.

Attachments

- Notice of decision 24-040
- WCA TEP Findings and Recommendations Form
- Joint Application Form (Sequencing Application)
- Email from Kjolhaug Environmental 08/07/2024
- Email from Kjolhaug Environmental 09/04/2024
- Updated concept plan with retaining wall received 09/17/2024

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: Rice Creek Watershed District	County: Anoka
Applicant Name: Contour Land, LLC	Applicant Representative: Joseph Radach
Applicant Name: Menomonie Land 11, LLC	Applicant Representative: Luke Appert
Applicant Name: Rechner, LLC	Applicant Representative: Ben Drew
Applicant Name: JSN Properties, LLC	Applicant Representative: Jesse Neumann
Applicant Name: BlaineSpec IRA, LLC	Applicant Representative: Jon Rausch
Project Name: Radisson Business Center	LGU Project No. (if any): 24-040
Date Application Received by LGU: 06/04/2024	
Date of LGU Decision: 10/09/2024	
Date this Notice was Sent: 10/09/2024	

WCA Decision Type - check all that apply

<input type="checkbox"/> Wetland Boundary/Type	<input checked="" type="checkbox"/> Sequencing	<input type="checkbox"/> Replacement Plan	<input type="checkbox"/> Bank Plan (not credit purchase)
<input type="checkbox"/> No-Loss (8420.0415)	<input type="checkbox"/> Exemption (8420.0420)		
Part: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	Subpart: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9		

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:
Wetland Replacement Type: <input type="checkbox"/> Project Specific Credits: <input type="checkbox"/> Bank Credits:
Bank Account Number(s):

Technical Evaluation Panel Findings and Recommendations (attach if any)

<input type="checkbox"/> Approve <input type="checkbox"/> Approve w/Conditions <input checked="" type="checkbox"/> Deny <input type="checkbox"/> No TEP Recommendation
A WCA TEP Findings and Recommendations Form is attached to this decision document.

LGU Decision

<input type="checkbox"/> Approved with Conditions (specify below) ¹ <input type="checkbox"/> Approved ¹ <input checked="" type="checkbox"/> Denied
List Conditions:
Decision-Maker for this Application: <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Governing Board/Council <input type="checkbox"/> Other:
Decision is valid for: <input checked="" type="checkbox"/> 5 years (default) <input type="checkbox"/> Other (specify):

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

<input checked="" type="checkbox"/> Attachment(s) (specify):
<ul style="list-style-type: none"> • WCA TEP Findings and Recommendations Form, signed 10/03/2024 • Joint Application Form (Sequencing Application), signed 06/03/2024 (RCWD received 06/04/2024) • Email from Kjolhaug Environmental, response to TEP comments (RCWD received 08/07/2024) • Email from Kjolhaug Environmental, response to additional TEP comments (RCWD received 09/04/2024)

- Updated concept plan with retaining wall (RCWD received 09/17/2024)

☒ Summary:

RCWD received a WCA sequencing application on 06/04/2024 for the construction of a ~60,000 ft² building with associated parking and loading docks in Blaine. The site is a former residential lot that was part of a two-lot subdivision in 2005, platted as Larson’s Estates. A drainage and utility easement was established, in favor of the City of Blaine, over the onsite wetlands as part of the platting process. The other lot developed at the same time as the platting (RCWD #04-151) into a commercial pet care facility.

The original application submittal proposed 1.515 acres of wetland impact to achieve the project. The property is zoned as light industrial and reportedly office/warehouse space is in high demand for small manufacturing businesses. The building would house two tenants with two separate business types/operations (a sports apparel company and an auto body shop). The application included discussion of a no-build alternative as well as a complete wetland avoidance alternative. Both of these alternatives are said to be infeasible as they would not meet the needs of the end user and the light industrial zoning designation. The applicant also assessed off-site alternative sites where the project could be located. The search area included areas of Blaine, Lino Lakes along the Highway 65 and I-35W corridors.

RCWD reviewed the application with the TEP and provided comment to the applicant on 07/17/2024. The comments centered around purpose and need, avoidance, and minimization. A response to comments was provided by Kjolhaug Environmental on 08/07/2024, providing information on the end-users and the project design. Additional TEP comments were provided 08/22/2024 identifying that avoidance and minimization were still not met and expressed that the development of the property should accommodate the existing drainage & utility easement. A response to comments was again provided by Kjolhaug Environmental on 09/04/2024 identifying that the spaces have been pre-leased. A meeting was held between Contour Land, LLC Menomonie Land 11, LLC, Kjolhaug Environmental, RCWD, BWSR, and ACD on 09/17/2024 to discuss the remaining TEP comments. An updated design concepts was provided by Contour Land, LLC after the meeting that reduced the amount of proposed wetland impact to 0.777 acres by adding a retaining wall.

The LGU and the TEP find that the sequencing application does not meet impact avoidance requirements of sequencing 8420.0520.

8420.0520 Subpart 3. Impact Avoidance

Subpart 3.A. Avoidance is required when indicated by part 8420.0515.

- The sequencing application identifies that the construction of a stormwater pond will result in the take of a population of blunt-lobed grape-fern (*Sceptridium oneidense*). A DNR take permit, consistent with 8420.0515 Subpart 2, will be required prior to site development.
- A RCWD permit will need to be obtained prior to site development for Rule C (Stormwater Management), Rule D (Erosion & Sediment Control), Rule E (Floodplain Alteration), Rule F (Wetland Alteration), and others as applicable.

Subpart 3.B. Wetland dependence determination

- The LGU finds that the project is not wetland dependent.

Subpart 3.C. Alternatives analysis

1. The applicant has provided at least two alternatives, including a no build alternative, a no impact alternative, and assessment of alternative sites. The applicant identified in Alternative #2 that a design that avoids all wetland impacts would require a much smaller building that would not qualify as a warehouse. The LGU finds that it is feasible to have a smaller development footprint that avoids wetland impact and still meets the City of Blaine’s light industrial zoning requirements. Additionally, the LGU finds that the project could be achieved by constructing a building supporting one tenant on this site and a separate building being provided on different property.
2. The LGU finds that a no impact design is a feasible and prudent alternative.
3. Evaluation of avoidance alternatives
 - a) The proposed warehouse would house two tenants with different business types (sports apparel company and auto body shop). Beyond economic considerations, the LGU finds that a building supporting one tenant (with the greatest square footage need) on the site is feasible

without impacting wetland. The other anticipated tenant requires less square footage and could be achieved elsewhere within the same general area.

- b) The project site was part of a two-lot subdivision in 2005, platted as Larson's Estates. The southern lot was developed at that time and a drainage and utility easement was established over the onsite wetlands on the northern lot (i.e. project site) as part of the platting process. The area outside of the city's easement has between 3 and 4 acres of contiguous upland that has access to both 101st Avenue NE and CSAH 52. The LGU finds that an alternative design can stay outside of the drainage and utility easement and still achieve development of the site to a light industrial use.
- c) It is the LGU's finding that the upland acreage on the site is sufficient to accommodate a light industrial use. The applicant is proposing a warehouse building that would house two tenants with different business uses (sports apparel company and auto body shop). The applicant has indicated that they entered into pre-lease agreements with the two anticipated tenants ahead of any WCA/RCWD approval. Reducing the number of tenants would result in a site design that avoids wetland impacts.
- d) The applicant has indicated that the City of Blaine staff are not in support of a variance for reduced setbacks as CSAH 52 is a heavily trafficked roadway. It is the LGU's understanding that formal applications have not been made to the City of Blaine.
- e) The property is zoned for light industrial and development of the site is consistent with the City of Blaine's Comprehensive Plan. The plat being approved suggests to the LGU that the remaining upland provides sufficient use to develop and meet a light industrial designation.
- f) The property is within the RCWD Anoka County Ditch 53-62 Comprehensive Wetland Protection and Management Plan Area (CWPMP). RCWD rule identifies that there is Wetland Management Corridor (WMC) on the parcel. The WMC is a contiguous corridor encompassing high priority wetland resources identified at a landscape scale and is refined at the time of individual project permitting at a site level. The sequencing application includes a MnRAM assessment of the wetland degradation type, indicating that the wetland to be impacted is severely degraded but is within the WMC, requiring a vegetated upland buffer and protection by easement and buffer maintenance declaration established at the time of development/permitting.

4. **If the LGU determines that a feasible and prudent alternative exists that would avoid impacts to wetlands, it must deny the replacement plan.** If no feasible and prudent alternative is available that would avoid impacts to wetlands, the LGU must evaluate the replacement plan for compliance with subparts 4 to 8.

8420.0520 Subpart 4. Impact Minimization

- A. The applicant has identified that the sports apparel company needs approximately 40,000 ft² of building space and the auto body shop needs approximately 20,000 ft².
- B. The property was delineated for wetlands under RCWD file #23-205R. A notice of decision approving the wetland boundaries was issued on 11/07/2023. The property is also within the RCWD regulatory floodplain. An application for compliance with RCWD Rule E (Floodplain Alteration) has not been submitted but would be required prior to development.
- C. In addition to the building size, the development footprint includes space for parking, sidewalks, truck loading/docking area, fire access, and anticipated stormwater treatment needs.
- D. The property drains to the onsite wetlands, which connect in the northeast corner to Anoka County Ditch 53-62 Branch 6 Lateral 1. Collectively, this system drains to Golden Lake in Circle Pines. The RCWD rule set includes requirements for water quality treatment prior to stormwater discharge to wetlands and runoff control prior to discharge from the project site downstream. Additionally, the RCWD rules have hydroperiod bounce and inundation requirements for down-gradient wetlands. A RCWD permit will need to be obtained, demonstrating compliance with RCWD rule criteria, prior to development.
- E. As identified under paragraph B. above, the wetland boundaries were approved on 11/07/2023. The sequencing application includes a MnRAM assessment for the wetland to be impacted.

- F. The proposed wetland impact is one connected impact associated with fill and grading.
- G. The originally submitted application proposed 1.515 acres of wetland impact. Through review and TEP comment, the applicant has revised their design to reduce the amount of impact to 0.777 acres. The proposed impact was reduced by further tailoring the design specifically to the two end-users needs and adding a retaining wall along the wetland edge. This minimization is appreciated and recognized by the LGU and the TEP but avoidance must first be demonstrated.

Additional detail can be found in the WCA TEP Findings and Recommendations Form that is attached to this decision.

¹ Findings must consider any TEP recommendations.

Attached Project Documents

Site Location Map Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals Regulatory Compliance Coordinator
 Minnesota Board of Water Soils Resources
 520 Lafayette Road North
 St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

Yes¹ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

Notice Distribution (include name)

Required on all notices:

<input checked="" type="checkbox"/> SWCD TEP Member: Becky Wozney	<input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer
<input type="checkbox"/> LGU TEP Member (if different than LGU contact):	
<input checked="" type="checkbox"/> DNR Representative: Melissa Collins, Wes Saunders-Pearce	
<input type="checkbox"/> Watershed District or Watershed Mgmt. Org.:	
<input checked="" type="checkbox"/> Applicant (notice only): Joseph Radach (Contour Land, LLC)	
<input checked="" type="checkbox"/> Applicant (notice only): Luke Appert (Menomonie Land, LLC)	
<input checked="" type="checkbox"/> Applicant (notice only): Ben Drew (Rechner, LLC)	
<input checked="" type="checkbox"/> Applicant (notice only): Jesse Neumann (JSN Properties, LLC)	
<input checked="" type="checkbox"/> Applicant (notice only): Jon Rausch (BlaineSpec IRA, LLC)	
<input checked="" type="checkbox"/> Agent/Consultant (notice only): Melissa Barrett (Kjolhaug Environmental Services)	

Optional or As Applicable:

<input checked="" type="checkbox"/> Corps of Engineers: Samantha Coungeris
<input type="checkbox"/> BWSR Wetland Mitigation Coordinator (required for bank plan applications only): Dennis Rodacker
<input checked="" type="checkbox"/> Members of the Public (notice only): Dan Schluender, Megan Hedstrom, Teresa Barnes (City of Blaine)
<input checked="" type="checkbox"/> Members of the Public (notice only): Mary Jo Truchon
<input checked="" type="checkbox"/> Members of the Public (notice only): Rebecca Haug

Signature:	Date:
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This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.

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.

Local Government Unit: Rice Creek Watershed District	County: Anoka
Landowner/Applicant: Contour Land, LLC	Agent/Representative(s): Joseph Radach
Landowner/Applicant: Menomonie Land 11, LLC	Agent/Representative(s): Luke Appert
Landowner/Applicant: Rechner, LLC	Agent/Representative(s): Ben Drew
Landowner/Applicant: JSN Properties, LLC	Agent/Representative(s): Jesse Neumann
Landowner/Applicant: BlaineSpec IRA, LLC	Agent/Representative(s): Jon Rausch
Project Name: Radisson Business Center	Project No. (if any): 24-040
Project Location: 3100 101 st Ave NE Blaine, MN 55449	

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)	
<input type="checkbox"/> Local Government Road Wetland Replacement Program Eligibility <input type="checkbox"/> WCA Determination Request	
<input type="checkbox"/> Other (specify):	
Describe:	

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.): 07/02/2024 TEP meeting, 07/17/2024 TEP comment email, 08/14/2024 TEP meeting, 08/22/2024 TEP comment email, 09/17/2024 TEP meeting with applicant and their team, 09/27/2024 TEP meeting	
<input type="checkbox"/> Onsite Review(s), Date(s):	
<input type="checkbox"/> Other (specify):	

Findings and Recommendations

<p>RCWD received a WCA sequencing application on 06-04-2024 for the construction of a ~60,000 ft² warehouse building with associated parking and loading docks. The site is a former residential lot that was part of a two-lot subdivision in 2005, platted as Larson’s Estates. A drainage and utility easement was established, in favor of the City of Blaine, over the onsite wetlands as part of the platting process. The other lot developed at the same time as the platting into a commercial pet care facility (RCWD #04-151).</p> <p>The original application submittal proposed 1.515 acres of wetland impact to achieve the project. The property is zoned as light industrial and reportedly office/warehouse space is in high demand for small manufacturing businesses. The building would house two tenants with two separate business types/operations (a sports apparel company and an auto body shop). The application included discussion of a no-build alternative as well as a complete wetland avoidance alternative. Both of these alternatives are said to be infeasible as they would not meet the needs of the end user and the light industrial zoning designation. The applicant also assessed off-site alternative sites where the project could be located. The search area included areas of Blaine, Lino Lakes along the Highway 65 and I-35W corridors.</p> <p>The LGU and TEP met to discuss the sequencing application on 07/02/2024. The LGU provided comments on 07/17/2024 regarding purpose and need, avoidance, minimization, alternatives, and more (attached). A response to comments was provided by Kjolhaug Environmental on 08/07/2024, providing information on the end-users and the project design. The LGU and TEP reconvened on 08/14/2024 and additional comments</p>

were provided by the LGU on 08-22-2024 identifying that avoidance and minimization were still not met and expressed that the development of the property should accommodate the existing drainage and utility easement (attached). A response to comments was again provided by Kjolhaug Environmental on 09/04/2024 identifying that the spaces have been pre-leased. A meeting was held between Contour Land, LLC, Menomonie Land 11, LLC, Kjolhaug Environmental, RCWD, BWSR, and ACD on 09/17/2024 to discuss the remaining TEP comments. An updated design concept was provided by Contour Land, LLC after the meeting on 09/17/2024 that reduced the amount of proposed wetland impact to 0.777 acres. After review, the LGU finds that the project does not meet the impact avoidance requirement of sequencing 8420.0520 and the TEP supports the determination.

Per 8420.0240 Subpart C., the TEP, when requested by the LGU, must make technical findings and recommendations including but not limited to applications, wetland functions and the resulting public value, direct and indirect impacts, and comprehensive wetland protection and management plans and implement rules and ordinances. The property is within the RCWD Anoka County Ditch 53-62 Comprehensive Wetland Protection and Management Plan Area (CWPMP). RCWD rule identifies that there is Wetland Management Corridor (WMC) on the parcel. The WMC is a contiguous corridor encompassing high priority wetland resources identified at a landscape scale and is refined at the time of individual project permitting at a site level. The sequencing application includes a MnRAM assessment of the wetland degradation type, indicating that the wetland to be impacted is severely degraded but is within the WMC, requiring a vegetated upland buffer and protection by easement and buffer maintenance declaration established at the time of development/permitting. The WMC provides value as a large, connected corridor of wetland for habitat and water/flood storage for areas within the ACD 53-62 drainage system. In addition to the RCWD CWPMP requirements, the city's drainage and utility easement provides protection for the wetland resource and therefore should be preserved.

- Attachment(s) (specify):
- TEP comment email sent on 07/17/2024
 - TEP comment email sent on 08/22/2024

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: Patrick Hughes (RCWD)	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:
<input checked="" type="checkbox"/> SWCD TEP Member: Becky Wozney (ACD)	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:
<input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer (BWSR)	Agree with Findings & Recommendations: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:
<input type="checkbox"/> DNR TEP Member:	Agree with Findings & Recommendations: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:

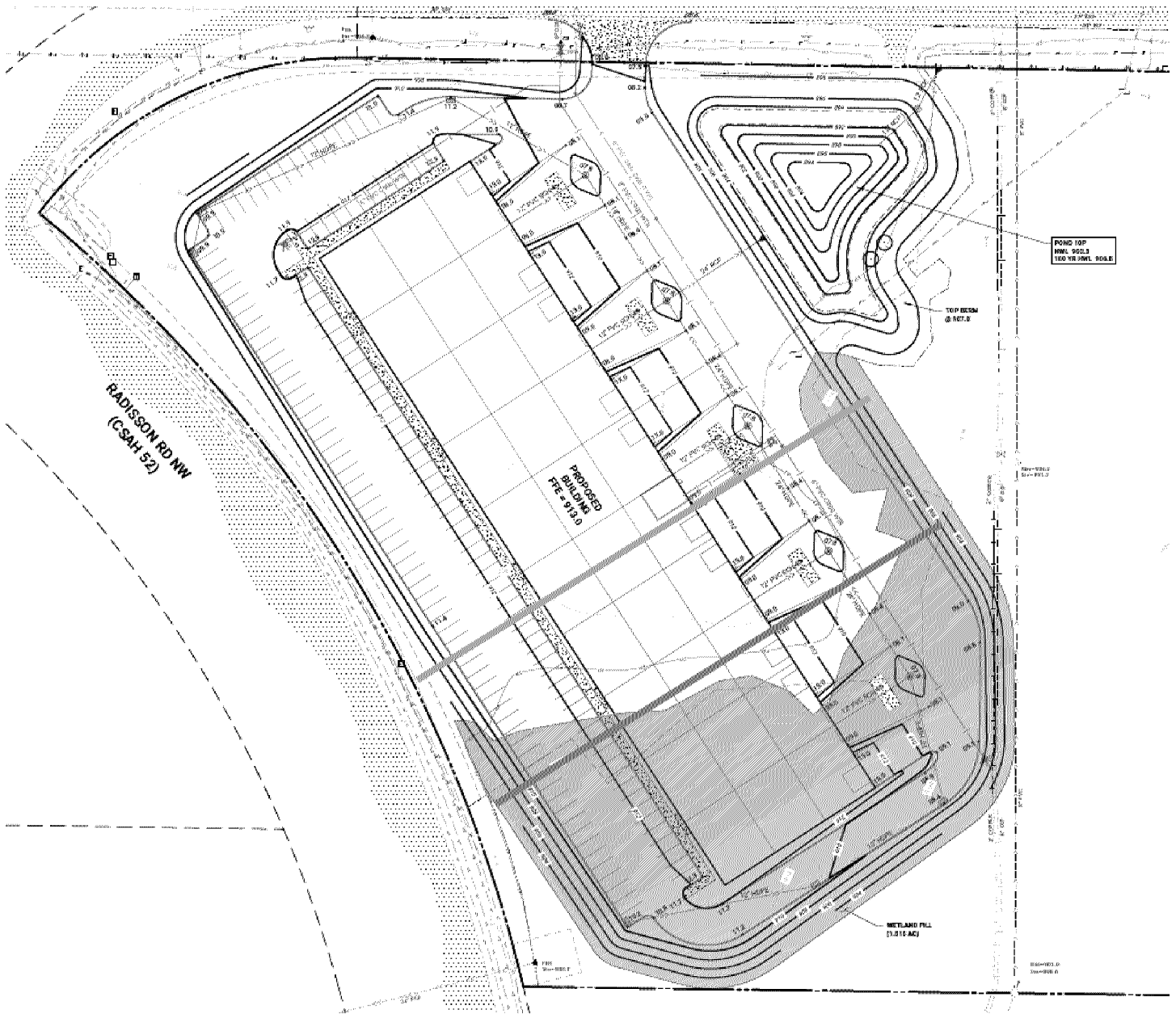
Patrick Hughes

From: Patrick Hughes
Sent: Wednesday, July 17, 2024 4:14 PM
To: Melissa Barrett
Cc: Joseph Radach; becky.wozney@anokaswcd.org; Meyer, Ben (BWSR); Kelsey White
Subject: TEP comments on Radisson Business Center (RCWD #24-040)
Attachments: LARSONS ESTATES.pdf

Good Afternoon Melissa,

RCWD discussed the Radison Business Center sequencing application with the TEP. Please provide a response to the following comments.

- In the application it is identified that the site size needs to be at least 7 acres to accommodate the scope of the project. The selected property was part of a 2005 2-lot subdivision called Larson's Estates. The southern lot developed without wetland impact and a drainage & utility easement was established over the undeveloped northern lot. The remaining portion of the lot not encumbered by easement is up to 4 acres. The TEP's argument is that this site therefore shouldn't qualify as a minimum 7-acre lot.
- Please provide further explanation on the minimum site design requirements. There was a similar discussion for the 35W Logistics Center site (RCWD #23-032). I recognize that each project and site is unique and it is challenging to compare the two, but both were for light industrial development. In that application it was identified that a minimum standard office/warehouse building is 100,000 ft² and that a preferred building depth is 260 feet. In this application, the proposed building is 60,000 ft² and it is identified that a standard truck court is 130 feet. Are these differences due to the anticipated end user?
- Alternative #2 identifies that a development that avoids all wetland impact would result in a smaller building size that would not qualify as a warehouse. Related to the comment above, is there a standard definition for "warehouse"? What are the minimum requirements?
- In Appendix D (Alternative Sites Figures and Zoning Maps), Figure E is missing. Please provide.
- If I understand the plan correctly, there are multiple truck bays on the northeast side of the building. Can the overall development be reduced in size and still be viable? Can one bay (orange) or two bays (pink) be removed [see markup below]? This would still have wetland impact but less than the proposed design.
- Has an application been made to the City of Blaine? Per WCA 8420.0515 Subpart 10, the proposed design needs to demonstrate consistency with all other agency local water management plans, land use plans, zoning, et cetera.
 - Similarly, the development would require a permit from RCWD for stormwater management, erosion and sediment control, floodplain alteration, and wetland alteration. I expect that this would be part of a future application with the wetland replacement plan but feel it is worth mentioning.
- It is the TEP's opinion that the offsite alternatives search area should be broader and should include the neighboring communities of the NE metro area. The Anoka County Regional Economic Development Available Property Map viewer and Ramsey County Available Sites & Buildings viewer support that there are industrial properties available. There are also undeveloped parcels in Hugo, off I-35E in Lino Lakes/Centerville, off I-35E in WBT/Vadnais/North Oaks, and off Lake Drive in Columbus (Waldoch plat).
- Has the DNR provided comment on the planned impact to the blunt-lobed grape-fern (*Sceptridium oneidense*) population?



Thank You

Patrick Hughes
 Regulatory Manager
 Rice Creek Watershed District
 4325 Pheasant Ridge Dr. NE, #611
 Blaine, MN 55449-4539
 Ph: 763-398-3080
phughes@ricecreek.org



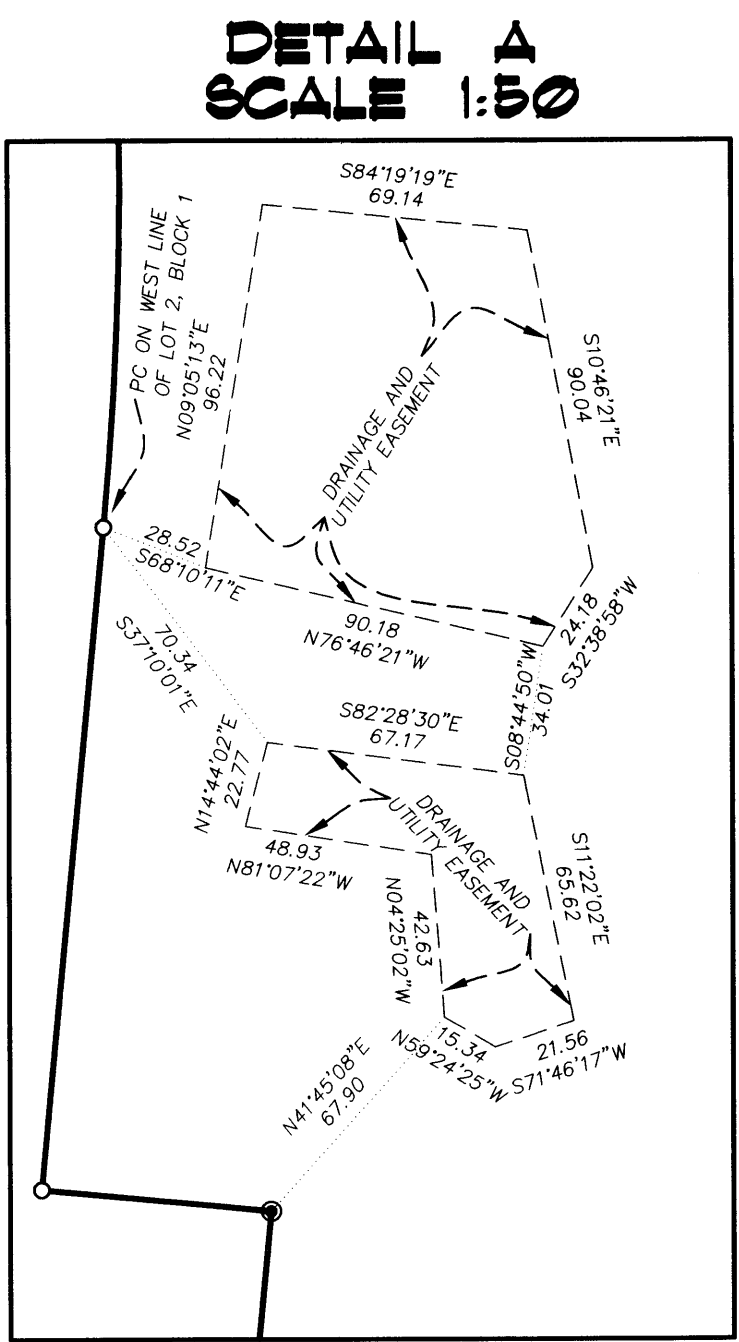
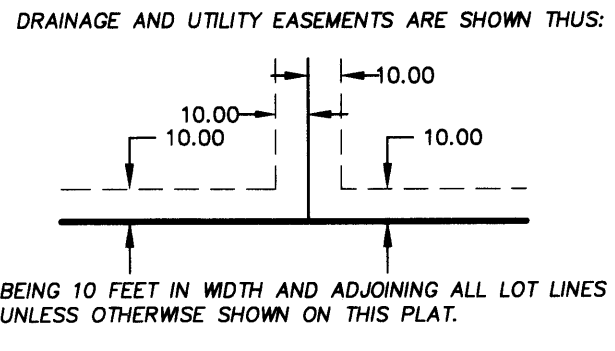
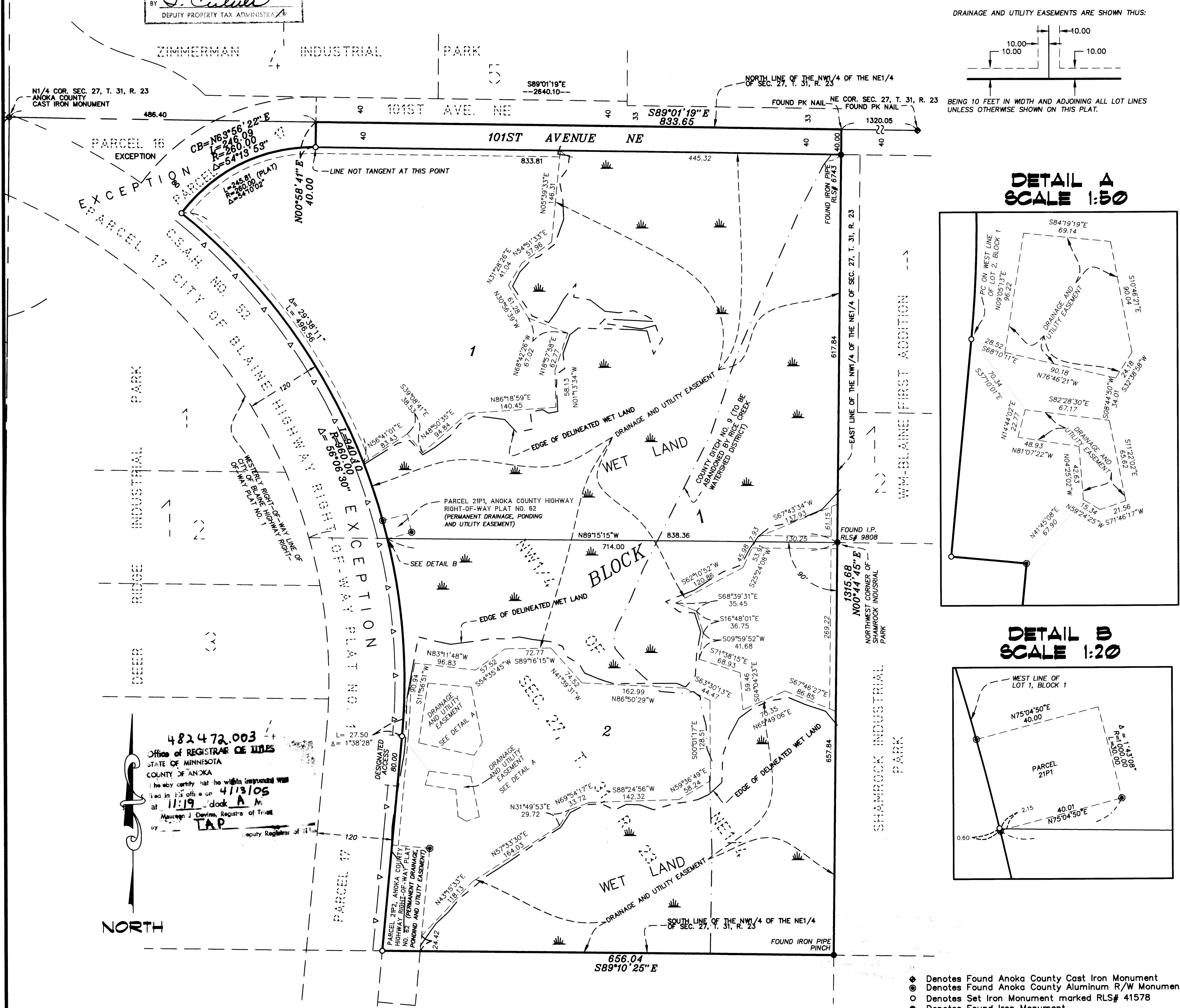
Please consider following the RCWD on Facebook.

OFFICIAL PLAT

I HEREBY CERTIFY THAT THE CURRENT AND DELINQUENT TAXES ON THE LANDS DESCRIBED WITHIN ARE PAID AND THE TRANSFER IS ENTERED April 13, 2005 MAUREEN J. DEWINE DEPUTY REGISTER OF DEEDS

LARSON'S ESTATES

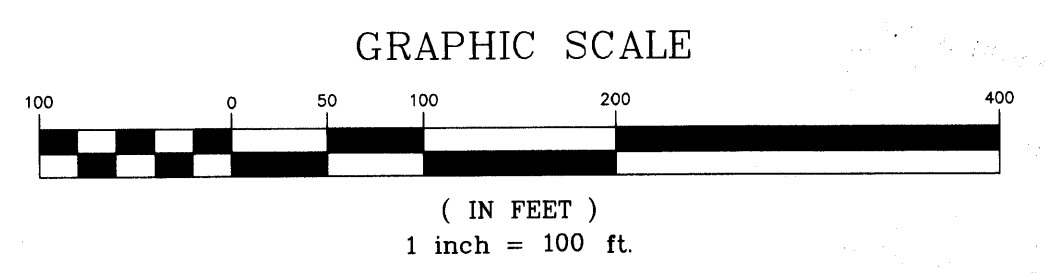
BK 19 of Torn Pg 46 City of Blaine County of Anoka Section 27, T31, R23



482472.003
Office of REGISTRAR OF DEEDS
STATE OF MINNESOTA
COUNTY OF ANOKA
I hereby certify that the within instrument was filed in its office on 4/13/05 at 11:19 a.m.
Maureen J. Dewine, Register of Deeds
LAP
Deputy Register of Deeds

NORTH

For the purposes of this plat the South line of the NW 1/4 of the NE 1/4 of Sec. 27, T. 31, R. 23, Anoka County, Minnesota, is assumed to have a bearing of S89°10'25"E.



- Denotes Found Anoka County Cast Iron Monument
- Denotes Found Anoka County Aluminum R/W Monument
- Denotes Set Iron Monument marked RLS# 41578
- Denotes Found Iron Monument
- Denotes Wet Land
- Denotes Wet Land Line
- (PLAT) Denotes recorded dimension or bearing from CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1
- △—△— Denotes Right of Access Dedicated to Anoka County

KNOW ALL MEN BY THESE PRESENTS: That LeRoy Sellman and LaDonna Sellman, husband and wife, and David A. Larson, a single person, fee owners and 21st Century Bank, a Minnesota corporation, mortgagee of the following described property situated in the State of Minnesota, County of Anoka, to wit:

All that part of the Northwest Quarter of the Northeast Quarter of Section 27, Township 31, Range 23, Anoka County, Minnesota which lies easterly of the westerly right-of-way line of CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1, and which lies northerly of a line beginning at the northwest corner of the plat of Shamrock Industrial Park, thence westerly at a right angle with the east line of said Northwest Quarter of the Northeast Quarter to the westerly right-of-way line of CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1 and said line there terminating, except Parcels 16 and 17 of CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1. Subject to easement across Parcel 21P1 of ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 62.

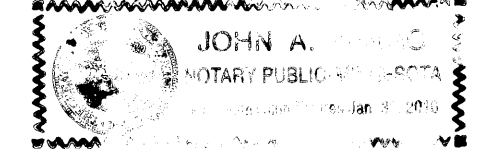
AND All that part of the Northwest Quarter of the Northeast Quarter of Section 27, Township 31, Range 23, Anoka County, Minnesota, which lies easterly of the westerly right-of-way line of CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1, and which lies southerly of a line beginning at the northwest corner of the plat of Shamrock Industrial Park, thence westerly at a right angle with the east line of said Northwest Quarter of the Northeast Quarter to the westerly right-of-way line of CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1 and said line there terminating, except Parcel 17 of CITY OF BLAINE HIGHWAY RIGHT-OF-WAY PLAT NO. 1. Subject to easements across Parcel 21P1 and Parcel 21P2 of ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 62.

Have caused the same to be surveyed and platted as LARSON'S ESTATES and do hereby dedicate to the public for public use forever the drainage and utility easements and avenue as shown on this plat and also dedicate to Anoka County the right of access along County State Aid Highway No. 52 as shown on this plat.

In witness whereof said LeRoy Sellman and LaDonna Sellman, husband and wife, have hereunto set their hands this 5th day of April, 2005.
LeRoy Sellman LaDonna Sellman
LeRoy Sellman LaDonna Sellman

STATE OF MINNESOTA
COUNTY OF ANOKA
The foregoing instrument was acknowledged before me this 5th day of April, 2005, by LeRoy Sellman and LaDonna Sellman, husband and wife.

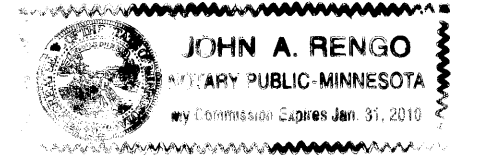
John A. Rengo
Notary Public, Anoka County, Minnesota
My Commission Expires January 31, 2010



In witness whereof said David A. Larson, a single person, has hereunto set his hand this 5th day of April, 2005.
David A. Larson
David A. Larson

STATE OF MINNESOTA
COUNTY OF ANOKA
The foregoing instrument was acknowledged before me this 5th day of April, 2005, by David A. Larson, a single person.

John A. Rengo
Notary Public, Anoka County, Minnesota
My Commission Expires January 31, 2010



In witness whereof said 21st Century Bank, a Minnesota corporation, has caused these presents to be signed by its proper officer this 6th day of April, 2005.

Signed: 21st Century Bank
Shirley M. Gueatta C.E.O.

STATE OF MINNESOTA
COUNTY OF ANOKA
The foregoing instrument was acknowledged before me this 6th day of April, 2005, by Shirley M. Gueatta C.E.O. of 21st Century Bank, a Minnesota corporation, on behalf of the corporation.

Terry M. Gueatta
Notary Public, Anoka County, Minnesota
My Commission Expires 1-31-2010



I hereby certify that I have surveyed and platted the property described on this plat as LARSON'S ESTATES; that this plat is a correct representation of said survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on said plat and that there are no wet lands as defined in Minnesota Statutes, Sec. 505.02 Subd. 1 or public highways to be designated other than as shown on said plat.

John A. Rengo
John A. Rengo, Land Surveyor
Minnesota Registration No. 25344.

STATE OF MINNESOTA
COUNTY OF ANOKA
The foregoing Surveyor's Certificate was acknowledged before me this 1 day of April, 2005, by John A. Rengo, Land Surveyor.

William M. Munn
Notary Public, Anoka County, Minnesota
My Commission Expires Jan 31, 2009



This plat of LARSON'S ESTATES was approved by the City Council of Blaine, Minnesota at a regular meeting thereof held this 20th day of January, 2005, and if applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30 day period has elapsed without receipt of such comments and recommendations, as provided by Minnesota Statutes, Section 505.03, Subd. 2.

By [Signature] Mayor By Randy M. Cross Clerk
This plat has been checked and approved this 13th day of April, 2005.

Larry D. Holm
Larry D. Holm
Anoka County Surveyor

E. G. RUD & SONS, INC.
Land Surveyors

\$159.50



Kelsey White

From: Patrick Hughes
Sent: Thursday, August 22, 2024 4:44 PM
To: Melissa Barrett; becky.wozney@anokaswcd.org; Ben Meyer (Ben.Meyer@state.mn.us); Kelsey White
Cc: Joseph Radach; Luke Appert/USA; Coungeris, Samantha S CIV USARMY CEMVP (USA)
Subject: RE: TEP comments on Radisson Business Center (RCWD #24-040) (MVP-2024-00630-SSC)

Good Afternoon Melissa,

Thank you for the detailed response to comments and the re-assessment of the tenant's building size needs and associated wetland impact. RCWD and the TEP aren't seeking the exact businesses that are hoping to utilize the building space, but it is helpful to understand the intended use to assess the purpose and need of the project. After review, we are still finding that the application does not demonstrate compliance with rule. Below is a list of remaining comments from the TEP.

- The TEP still finds that the building and associated parking/drives/etc. does not sufficiently avoid and minimize wetland impact.
 - If the tenants are looking to have both a warehouse and retail space, can the retail space be provided on a second story of the building to reduce the footprint?
 - Again we don't need to know the actual businesses, but it would seem that the amount of loading docks would be unnecessary for the intended use. As quick examples that I am aware of, Lettermen Sports in Blaine is an approximately 16,000 ft² building and has one truck bay and Dick's Sporting Goods in Coon Rapids is approximately 50,000 ft² and also has one truck bay. Anecdotally, auto body shops have vehicle bays but not loading docks. If the building design is tailored specific to the specific intended tenants, would its layout change?
 - It is understandable that this would be a desirable location for a sports apparel company being in close proximity to the National Sports Center and TPC. Can the building be designed for the sports apparel company only and the auto body portion be completed elsewhere? A google search identifies that there are 11 auto body shops within a 2-mile radius from this location. RCWD and the TEP do not dictate land use but that lessens the perceived need.
- The TEP is still of the opinion that development of the property should largely accommodate the existing plat and drainage & utility easement. There would be greater support for a design that "squares off" the existing wetland into a developable shape (and has lesser impact).
- Can the entire development be shifted further northwest? I recognize that the NW corner of the property is a challenging shape, but there is a bit of upland that is not being utilized. If there are setbacks or otherwise set by the City of Blaine, can the applicant have these requirements lessened? Sequencing 8420.0520 Subpart 3.C.(3)(d) discusses efforts by the applicant to accommodate or remove constraints on alternatives imposed by zoning standards or infrastructure, including requests for conditional use permits, variances, or planned unit developments.

If it would be helpful to meet and discuss, we'd be happy to facilitate a meeting.

Thanks

Patrick Hughes
Regulatory Manager
Rice Creek Watershed District
4325 Pheasant Ridge Dr. NE, #611

Submitted 6-3-2024

PART ONE: Applicant Information

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

Applicant/Landowner Name: Contour Land, LLC, Blainespec IRA, LLC, JSN Properties, LLC, Rechner, LLC, Menomonie Land 11, LLC

Mailing Address:

Phone:

E-mail Address:

Authorized Contact (do not complete if same as above): Luke Appert, Menomonie Land 11 L.L.C.

Mailing Address: 3500 American Blvd W, Suite 200, Bloomington, MN 55431

Phone: 952-893-8238

E-mail Address: Luke.Appert@cushwake.com

Agent Name: Melissa Barrett, Kjolhaug Environmental Services

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

Phone: 952-388-3752

E-mail Address: melissa@kjolhaugenv.com

PART TWO: Site Location Information

County: Anoka

City/Township: Blaine

Parcel ID and/or Address: 27-31-23-12-0010

Legal Description (Section, Township, Range): Sec 27, T31N, R23W

Lat/Long (decimal degrees): 45.15253, -93.1908

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

Approximate size of site (acres) or if a linear project, length (feet): 12.25 ac

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

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

PART THREE: General Project/Site Information

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

The site location and project area map is provided as Figure 1. The wetland on the site (Figure 2) was delineated by Kjolhaug Environmental Services in October of 2023. The RCWD issue a Notice of Decision approving the wetland boundary (RCWD project no. 23-205R; formerly called 3100 101st Ave NE) on November 7, 2023 (Appendix A). Previously submitted information discussed the delineation in more detail and included National Wetland Inventory (NWI) and soil survey mapping. A copy of the previously submitted delineation report is available upon request. Table 1 summarizes the delineated wetland.

Table 1. Summary of the delineated wetland – Radisson Business Center

WL ID	Wetland Size (ac)	Circular 39	Cowardin	Eggers and Reed	Dominant Vegetation
1	7.8 ac onsite	Type 5/3/2/1	PUBG/C/B/PFO1A	Open water, shallow marsh, wet meadow, with some deciduous forested fringe	Cattail, reed canary grass, Canda bluejoint, lake sedge, quaking aspen, black willow

RCWD Wetland Management Corridors (WMC)

The site is inside the boundaries of the Anoka County Ditch 53-62 Comprehensive Wetland Protection and Management Plan (CWPMP) area. The preliminary WMC overlaps Wetland 1 (Figure 2). Therefore, Wetland 1 on the site requires WMC buffer with site development and proposed impacts are inside of the WMC.

MNRAM Analysis

A MNRAM functional analysis was completed for existing Wetland 1. Full MnRAM output results are included in Appendix B. The MnRAM analysis was completed to determine the applicable RCWD Rule F wetland replacement ratio.

Replacement Ratio

MNRAM results were processed to determine classifications necessary for compliance with RCWD Rules. Specifically, MnRAM results were used to determine RCWD Wetland Degradation Types and RCWD Wetland Replacement Ratios (Table 2). RCWD Wetland Degradation Types were determined from Outlet Condition and Vegetative Diversity rankings. Outlet Condition was determined from Questions 13 of MnRAM (A = High, B = Medium, Low = C). RCWD Wetland Replacement Ratios correspond to wetland locations inside or outside of the WMC and Wetland Degradation Types, as set forth in RCWD Rules. Generally, USACE adheres to the CWPMP-specified replacement ratios for projects located in RCWD CWPMPs.

Table 2. MnRAM Result and Applied Replacement Ratio

Wetland	Outlet Condition	Vegetative Diversity/ Integrity ¹	RCWD Wetland Degradation Type ²	In or Out of WMC ³	Replacement Ratio ⁴
Wetland 1	Medium (B)	Low	Severely Degraded	In	2:1

¹ See Appendix B for MnRAM analyses output response records.

² Wetland Degradation Type is based on MnRAM results for Outlet condition/Veg Quality.

³ See “RCWD Wetland Management Corridors” above.

⁴ Replacement ratios based on Table F1 of RCWD permitting Rule F.

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

Menomonie Land 11 L.L.C. is proposing to develop the project area to light industrial/warehouse use (Appendix C). The development will include the construction of one 500 ft long and 120 ft wide (60,000 sf) building with employee/customer parking on the west and loading dock area on the east. One stormwater treatment pond will be located along the northeast edge of the building pad. More than one end user is interested in the proposed project (this is not speculative development).

It is anticipated that site grading for the proposed project will begin in fall of 2024.

The project area was formerly a vacant large-lot/residential lot with outbuildings surrounded by mowed lawn and planted/landscape trees, with wetland to the south and east. Upland on the site was cleared of trees and a reclamation plan that included a berm along 101st Ave NE and rough site grading was completed in late 2023/early 2024.

The site is located within the Mississippi River - Metro (#20) Major Watershed and Bank Service Area 7 (BSA7).

The project area (west half of the site) is constrained by Radisson Road NW to the west, 101st Ave NE to the north, an animal boarding facility to the south, and existing underground utilities to the east.

The project will involve 1.5150 ac of impact to Wetland 1. Wetland impacts result from the need to construct a warehouse building that is of an appropriate size to meet project needs.

PART FOUR: Aquatic Resource Impact¹ Summary

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

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) ¹	Size of Impact ²	Overall Size of Aquatic Resource ³	Existing Plant Community Type(s) in Impact Area ⁴	County, Major Watershed #, and Bank Service Area # of Impact Area ⁵
Wetland 1	Wetland	Fill	Permanent	1.5150 ac	>7 ac	Wet meadow and shallow marsh	Anoka, 20, 7

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

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

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

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

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

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

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

PART FIVE: Applicant Signature

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

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

Signature:	BlaineSpec IRA, LLC		Date:	6/3/24
Signature:	Contour Land LLC		Date:	6/3/24
Signature:	JSN Properties, LLC		Date:	6.03.2024
Signature:	Menomonie 11, LLC		Date:	6/3/24
Signature:	Rechner, LLC		Date:	6/3/24

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

Attachment A

Request for Delineation Review, Wetland Type Determination, or Jurisdictional Determination

By submission of the enclosed wetland delineation report, I am requesting that the U.S. Army Corps of Engineers, St. Paul District (Corps) and/or the Wetland Conservation Act Local Government Unit (LGU) provide me with the following (check all that apply):

Wetland Type Confirmation

Delineation Concurrence. Concurrence with a delineation is a written notification from the Corps and a decision from the LGU concurring, not concurring, or commenting on the boundaries of the aquatic resources delineated on the property. Delineation concurrences are generally valid for five years unless site conditions change. Under this request alone, the Corps will not address the jurisdictional status of the aquatic resources on the property, only the boundaries of the resources within the review area (including wetlands, tributaries, lakes, etc.).

Preliminary Jurisdictional Determination. A preliminary jurisdictional determination (PJD) is a non-binding written indication from the Corps that waters, including wetlands, identified on a parcel may be waters of the United States. For purposes of computation of impacts and compensatory mitigation requirements, a permit decision made on the basis of a PJD will treat all waters and wetlands in the review area as if they are jurisdictional waters of the U.S. PJDs are advisory in nature and may not be appealed.

Approved Jurisdictional Determination. An approved jurisdictional determination (AJD) is an official Corps determination that jurisdictional waters of the United States are either present or absent on the property. AJDs can generally be relied upon by the affected party for five years. An AJD may be appealed through the Corps administrative appeal process.

In order for the Corps and LGU to process your request, the wetland delineation must be prepared in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, any approved Regional Supplements to the 1987 Manual, and the *Guidelines for Submitting Wetland Delineations in Minnesota* (2013).

<http://www.mvp.usace.army.mil/Missions/Regulatory/DelineationJDGuidance.aspx>

Attachment B

Supporting Information for Applications Involving Exemptions, No Loss Determinations, and Activities Not Requiring Mitigation

Complete this part *if* you maintain that the identified aquatic resource impacts in Part Four do not require wetland replacement/compensatory mitigation OR *if* you are seeking verification that the proposed water resource impacts are either exempt from replacement or are not under CWA/WCA jurisdiction.

Identify the specific exemption or no-loss provision for which you believe your project or site qualifies:

NA

Provide a detailed explanation of how your project or site qualifies for the above. Be specific and provide and refer to attachments and exhibits that support your contention. Applicants should refer to rules (e.g. WCA rules), guidance documents (e.g. BWSR guidance, Corps guidance letters/public notices), and permit conditions (e.g. Corps General Permit conditions) to determine the necessary information to support the application. Applicants are strongly encouraged to contact the WCA LGU and Corps Project Manager prior to submitting an application if they are unsure of what type of information to provide:

Attachment C

Avoidance and Minimization

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

The purpose of the Radisson Business Center project is to construct a light industrial manufacturing warehouse facility with convenient access to a major transportation corridor in the City of Blaine.

There is currently a high demand for office/warehouse space for small manufacturing businesses. These types of businesses receive, manufacture, and distribute various goods. Business locations that offer the right type of facility with convenient access to major transportation routes so that goods and materials can be transported quickly and efficiently are in high demand. The end user of the Radisson Business Center project is looking for a location and facility such as the one proposed in this application.

Excluding the Anoka County Airport, more than one third of the City's land area is covered by wetlands and open water; therefore, the potential for substantial wetland impacts is likely with any warehouse development project in the city, especially when considering the limited number of remaining available parcels guided/zoned for industrial development.

In addition to existing conditions (project area size/shape, delineated wetland boundary) and City of Blaine planning and zoning requirements, the following design requirements and site constraints were considered with the development of a project layout that is both feasible and prudent.

- 1. Site Access - The site will be accessed from one location along 101st Ave NE at a location set by the City of Blaine.**
- 2. Warehouse Design, Parking, & Truck Court – The facility design must meet the minimum standard depths for employee parking, sidewalk, landscaping, and truck loading/docking area (truck court). The project plan shows a truck court for semi-truck docking/loading to the east of the building. The standard truck court width is 130 feet; the proposed plan has reduced the width to 120 feet. The width of the truck dock has also been shortened to minimize wetland impacts.**
- 3. Parking & Safety Requirements – For safety reasons, employee parking should be separate from semi-truck activity areas. Parking for this project is shown to the west and north of the building. A road that loops around the building is shown. This provides access to all sides of the building in case of a fire.**
- 4. Stormwater Requirements – The project plan will provide effective drainage for the site while capturing and treating stormwater runoff in a manner consistent with local (City and Watershed District), state, and federal standards.**

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

Alternative #1 - WCA No-Build Alternative

The No-Build Alternative was considered as a way to eliminate wetland impacts associated with the project. Although the No-Build Alternative would completely avoid wetland impacts, it would not fulfill the project purpose, need, or requirements nor would it be consistent with local land use planning which guides the site for light industrial development.

Even if the No-Build Alternative were implemented, development pressure would continue to affect the proposed site. Based on: (1) demand for this type of project in this location of the metro area, (2) the limited number of available and feasible parcels for the proposed use, and (3) local land use planning, this would likely cause similar development proposals to arise for the property. For these reasons, the No-Build Alternative was rejected as an approach to avoiding wetland impacts.

Alternative #2 - WCA Complete Avoidance/USACE No Action Alternative – Smaller Warehouse

An alternative that would completely avoid impact to all wetlands would require that a much smaller warehouse be built on the site. An alternative that provides a smaller warehouse would not meet the needs of the end user, nor would it be appropriate for light industrial use (i.e., building size would not qualify as a warehouse) and was therefore eliminated from consideration.

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

Alternative #3 - Proposed Alternative

The proposed plan showing wetland impacts for the Radisson Business Center project is provided in Appendix C. A general overview of impact area is shown on Figure 3. The proposed design considers site constraints and meets all of the project requirements as described previously.

In compliance with RCWD Rule F 5(a), avoidance and minimization alternatives for *each individual contiguous wetland impact area* was considered.

Impacts to Wetland 1 result from the construction of the warehouse facility, employee parking, loading dock, and fire lane. At 60,000 sf this facility is smaller than many new warehouse facilities; however, it meets the needs of the end user. Complete avoidance of Wetland 1 was discussed in the previous section of this application. Impacts to Wetland 1 have been minimized to the extent possible by constructing ~3.75 to 1 side slopes along the edge of wetland fill.

In summary, the proposed project design meets the project purpose, need, and requirements. The proposed project represents an orderly and logical use of the subject property and is consistent with applicable land use and policy plans envisioned by the City of Blaine.

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

Geographic Area and Alternative Sites

The geographic area considered for potential project locations was comprised of those portions of the City of Blaine and the City of Lino Lakes along the Highway 65 and I35W corridors. Light industrial businesses are in high demand in these cities and specifically when able to be accessed via these two high-use roadways.

City zoning maps were used to identify properties within the geographic area that would potentially meet the project needs. Twelve potential alternative sites, not including the proposed site, were selected based on the following site screening/selection criteria.

1. Located within City of Blaine or City of Lino Lakes (the geographic area).
2. Site size that is at least 7 acres. 7 acres represents the minimum site size that can accommodate the scope of the project (warehouse building, employee parking, semi-truck loading/docking). 7 acres does not include area needed for stormwater treatment purposes.
3. Convenient access to the major transportation corridors of Highway 65 or I35W, and
4. Undeveloped land guided for light industrial development (zoning maps attached – Appendix D).

The location of twelve (12) potential alternative sites plus the proposed site are shown on Figures A, B, C, and D (Appendix D). The practicability of the identified sites plus the proposed site are summarized in Table A on the following page.

Site Level LEDPA Determination

Of the twelve potential alternative sites, four (4) of the sites were determined to be practicable alternative sites (Alternative Sites H, I, J, and K – Appendix D). The four practicable alternative site and the Proposed Site were examined further to identify the site that represents the Least Environmentally Damaging Practicable Alternative (LEDPA).

The LEDPA evaluation focused on predicted wetland impacts. Wetland areas were based on known/available delineated wetland boundary data (Alternative Sites H and J) or estimated based on NWI mapping information (Alternative Sites I and K).

The Proposed Site is the LEDPA (Least Environmentally Damaging Practicable Alternative) because, compared to viable practicable Alternative Sites H, I, J, and K, development of the project on the Proposed Site will result in the least amount of total impact to wetlands/aquatic resources while meeting project purpose, need, and requirements.

Table A – Radisson Business Center - LEDPA Determination			
Alternative Site	Site Size (ac)	Factors	LEDPA
Site A	2.76	Zoned light industrial. Two (2) adjacent parcels which are both 1.28 acres in size. One-third mile from I35W.	Not Practicable Site - too small
Site B	2.70	Zoned light industrial. One (1) parcel 2.70 acres in size. One-tenth mile from I35W.	Not Practicable Site - too small
Site C	4.80	Zoned light industrial. One (1) parcel 4.80 acres in size ~3.0 acres of which is east of a ditch/tributary and accessible via I35W frontage road. Less than one-half mile from I35W.	Not Practicable Site - too small
Site D	3.77	Zoned light industrial. One (1) parcel 3.77 acres in size. ~1.3 miles from I35W via primary roadways.	Not Practicable Site - too small
Site E	4.03	Zoned light industrial. One (1) parcel 4.03 acres in size. Less than one-half mile from Highway 65 via city roadway.	Not Practicable Site - too small
Site F	16.21	Zoned light industrial. One (1) parcel 16.21 acres in size. Immediately adjacent to Highway 65 but currently inaccessible until the city frontage road is constructed. Highway project is on hold until Federal obligations are satisfied (unknown time period).	Not Practicable Site - not accessible for development for foreseeable future
Site G	24.11	Zoned light industrial. Five (5) parcels totaling 24.11 acres in size. Immediately adjacent to Highway 65 but currently inaccessible until the city frontage road is constructed. Highway project is on hold until Federal obligations are satisfied (unknown time period).	Not Practicable Site - not accessible for development for foreseeable future
Site H	19.36	Zoned light industrial. One (1) parcel totaling 19.36 acres in size. ~1.0 mile from I35W. Extensive wetland with varying/mosaic boundary. Estimated 4.18 ac fill needed to accommodate proposed project.	Practicable Site but more wetland impacts - Not LEDPA
Site I	17.64	Zoned light industrial. One (1) parcel totaling 17.64 acres in size. ~1.1 miles from I35W. Majority of site is wetland. Estimated 2.89 ac fill needed to accommodate proposed project.	Practicable Site but more wetland impacts - Not LEDPA
Site J	14.79	Zoned light industrial. One (1) parcel totaling 14.79 acres in size. ~1.5 miles from I35W. Extensive wetland with varying/mosaic boundary. Estimated 5.07 ac fill needed to accommodate proposed project.	Practicable Site but more wetland impacts - Not LEDPA
Site K	11.49	Zoned light industrial. One (1) parcel totaling 11.49 acres in size. ~0.70 miles from I35W. Entirety of site is wetland. Estimated 6.5+ ac fill needed to accommodate proposed project.	Practicable Site but more wetland impacts - Not LEDPA
Site L	3.09	Zoned light industrial. One (1) parcel 3.77 acres in size. ~1.3 miles from I35W via primary roadways.	Not Practicable Site - too small
Proposed Site	12.25	Zoned light industrial. One (1) parcel totaling 12.25 acres in size. ~1.0 mile from I35W. The majority of the east half of the site is wetland. 1.5 ac fill needed to accommodate proposed project.	Practicable Site - Yes LEDPA

Wetland Impact Rectification

Temporary impacts to wetlands are not proposed; impact rectification does not apply.

Wetland Impact Reduction or Elimination Over Time

Implementation of the stormwater management plan will help to reduce or eliminate potential effects of impervious stormwater runoff from the proposed development to onsite and offsite water resources including wetlands.

Prior to and during construction, erosion and sediment controls (BMPs such as silt fence, etc.) will be installed and maintained per the Stormwater Pollution Prevention Plan (SWPPP) and NPDES Construction Stormwater permit requirements.

Known Local, State, Federal Permits

Multiple permits will be needed from the City of Blaine, MPCA (NPDES permit), and RCWD. WCA Replacement Plan approval is needed from the WCA LGU (RCWD), and an Individual Permit for commercial development is needed from the USACE. A take permit from the MN DNR is also anticipated to be needed.

MN Rare Species Considerations

Minnesota Rules Part 8420.0515 specifies that endangered and threatened species must be considered when submitting a wetland replacement plan.

A rare plant survey was completed by Midwest Natural Resources (MNR) in October of 2023 (Appendix E). One population of blunt-lobed grape-fern (*Sceptridium oneidense*), a state-threatened species, was observed just west of the boundary of Wetland 1 in an area that appears to be periodically disturbed for overhead utility clearing. The population consists of 2 individuals.

The identified rare plants are proposed for impact for construction of a stormwater pond (Figure 3). A take permit application will be submitted to MN DNR for proposed impacts to protected species.

Federal Rare Species Considerations

Approval of wetland impacts under Section 404 of the Federal Clean Water Act must comply with Section 7 of the Endangered Species Act. Review of the USFWS Information for Planning and Consultation (IPaC) website with a polygon encompassing the project area identified the federally-threatened northern long-eared bat (NLEB) for review (Appendix F) and provided a letter stating that *“Based upon your IPaC submission and a standing analysis, your project is not reasonably certain to cause incidental take of the northern long-eared bat. Unless the Service advises you within 15 days of the date of this letter that your IPaC-assisted determination was incorrect, this letter verifies that the Action is not likely to result in unauthorized take of the northern long-eared bat”* (Appendix G).

The NLEB hibernates in caves during winter and establishes maternity roosting colonies under the loose bark of trees during the summer. There are no known NLEB hibernacula or roosting colonies in the project vicinity (Appendix H).

Other federally protected species potentially found within or near the site include:

- Monarch Butterfly (*Danaus plexippus*) - Candidate – No Effect
- Rusty Patched Bumble Bee (*Bombus affinis*) - Endangered – Not Likely to Adversely Affect
- Tricolored Bat (*Perimyotis subflavus*) - Proposed Endangered – No Effect

The No Effect determination letter is included in Appendix I.

There are no critical habitats at this location.

Attachment D Replacement/Compensatory Mitigation

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

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

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits
TBD	TBD	TBD	7	TBD	3.0300

Replacement Overview

The project site is located in the Anoka County Ditch 53-62 area. The intent of the RCWD CWPMPs is to preserve/enhance high-priority wetland/wetland corridors as identified by the landscape scale/preliminary Wetland Management Corridor (WMC). Because the site lacks wetland creation or restoration potential, onsite mitigation was not considered to be a feasible mitigation plan.

Instead, required replacement will be accomplished via the purchase of wetland banking credits from a qualifying wetland bank. Additionally, because replacement will be via an established wetland bank, the replacement plan will not adversely affect other habitat types or ecological communities that are important in maintaining the overall biological diversity of the area.

Replacement ratios follow those outlined in RCWD Rule F as presented in Table 2 of this document. Wetland impacts will be replaced at a 2:1 ratio via the purchase of wetland bank credits from a qualifying wetland bank located within the RCWD contributing drainage area, Major Watershed #20 (Mississippi Metro), and Bank Service Area 7 (BSA7) which is the same Bank service Area as the project location. A wetland bank will be chosen after initial review of this application by the regulatory agencies has occurred.

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

Project-Specific Replacement/Permittee Responsible Mitigation. Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project.

WCA Action Eligible for Credit ¹	Corps Mitigation Compensation Technique ²	Acres	Credit % Requested	Credits Anticipated ³	County	Major Watershed #	Bank Service Area #
NA							

¹Refer to the name and subpart number in MN Rule 8420.0526.

²Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

³If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

NA

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc.):

NA

Attach a map of the existing aquatic resources, associated delineation report, and any documentation of regulatory review or approval. Discuss as necessary:

NA

For actions involving construction activities, attach construction plans and specifications with all relevant details. Discuss and provide documentation of a hydrologic and hydraulic analysis of the site to define existing conditions, predict project outcomes, identify specific project performance standards and avoid adverse offsite impacts. Plans and specifications should be prepared by a licensed engineer following standard engineering practices. Discuss anticipated construction sequence and timing:

NA

For projects involving vegetation restoration, provide a vegetation establishment plan that includes information on site preparation, seed mixes and plant materials, seeding/planting plan (attach seeding/planting zone map), planting/seeding methods, vegetation maintenance, and an anticipated schedule of activities:

NA

For projects involving construction or vegetation restoration, identify and discuss goals and specific outcomes that can be determined for credit allocation. Provide a proposed credit allocation table tied to outcomes:

NA

Provide a five-year monitoring plan to address project outcomes and credit allocation:

NA

Discuss and provide evidence of ownership or rights to conduct wetland replacement/mitigation on each site:

NA

Quantify all proposed wetland credits and compare to wetland impacts to identify a proposed wetland replacement ratio. Discuss how this replacement ratio is consistent with Corps and WCA requirements:

NA

By signature below, the applicant attests to the following (only required if application involves project-specific/permittee responsible replacement):

- All proposed replacement wetlands were not:
 - Previously restored or created under a prior approved replacement plan or permit
 - Drained or filled under an exemption during the previous 10 years
 - Restored with financial assistance from public conservation programs

- Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.
- The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.
- An irrevocable bank letter of credit, performance bond, or other acceptable security will be provided to guarantee successful completion of the wetland replacement.
- Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located and submit proof of such recording to the LGU and the Corps.

Applicant or Representative:

Title:

Signature: _____

Date:

Project Name and/or Number:

Radisson Business Center, Blaine

Sequencing Application

FIGURES

1. Site Location & Major Watershed
2. Existing Conditions
3. Proposed Plan and Wetland Impact



Figure 1 - Site Location & Major Watershed



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
Source: ESRI Streets Basemap

N



0 500
Feet



Radisson Business Center (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

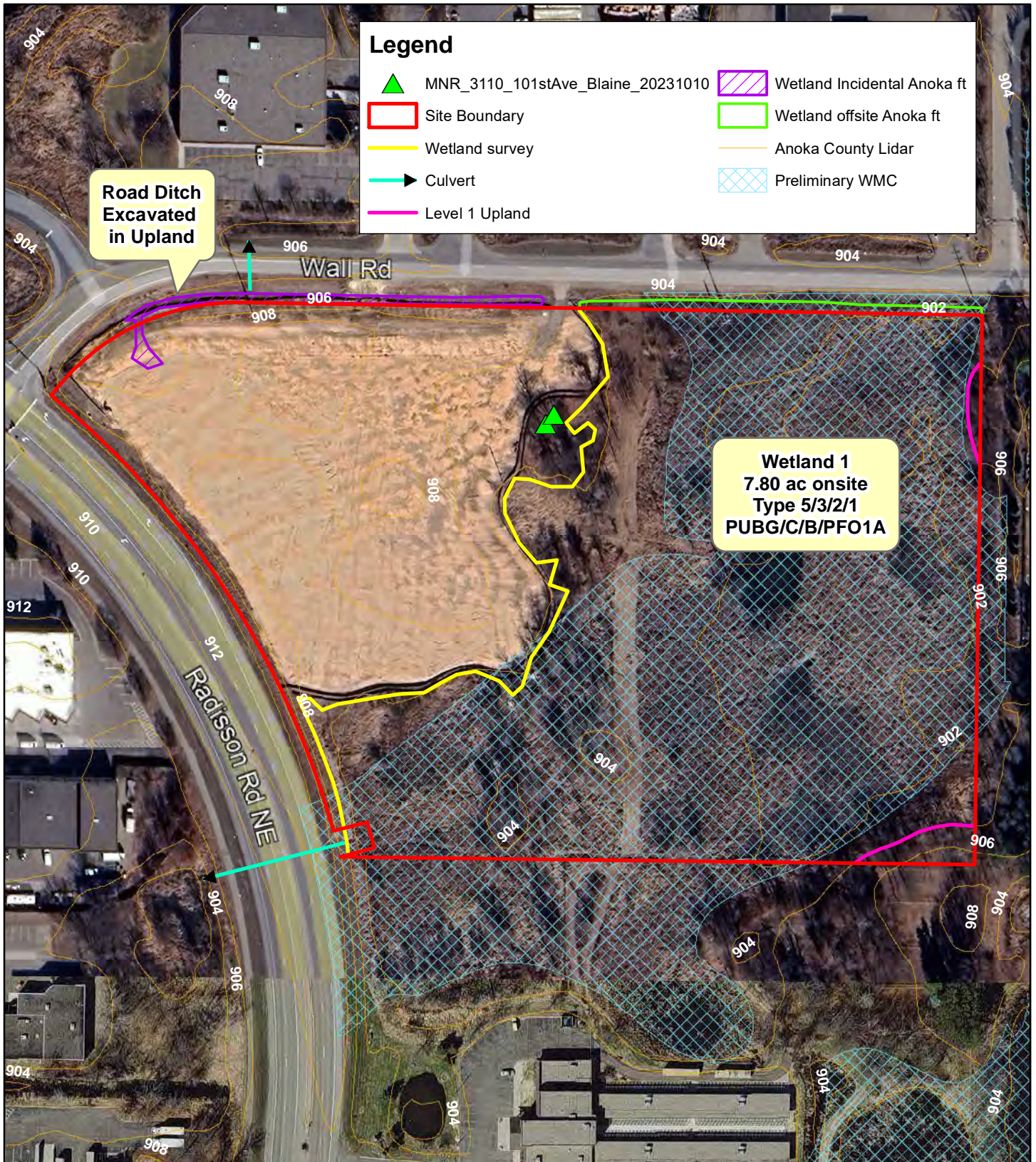




Figure 2 - Existing Conditions (March 2024 Google Earth Photo)




N

0 250



Feet

Radisson Business Center (KES 2023-141)
Blaine, Minnesota



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
 Source: MNGEO Spatial Commons

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

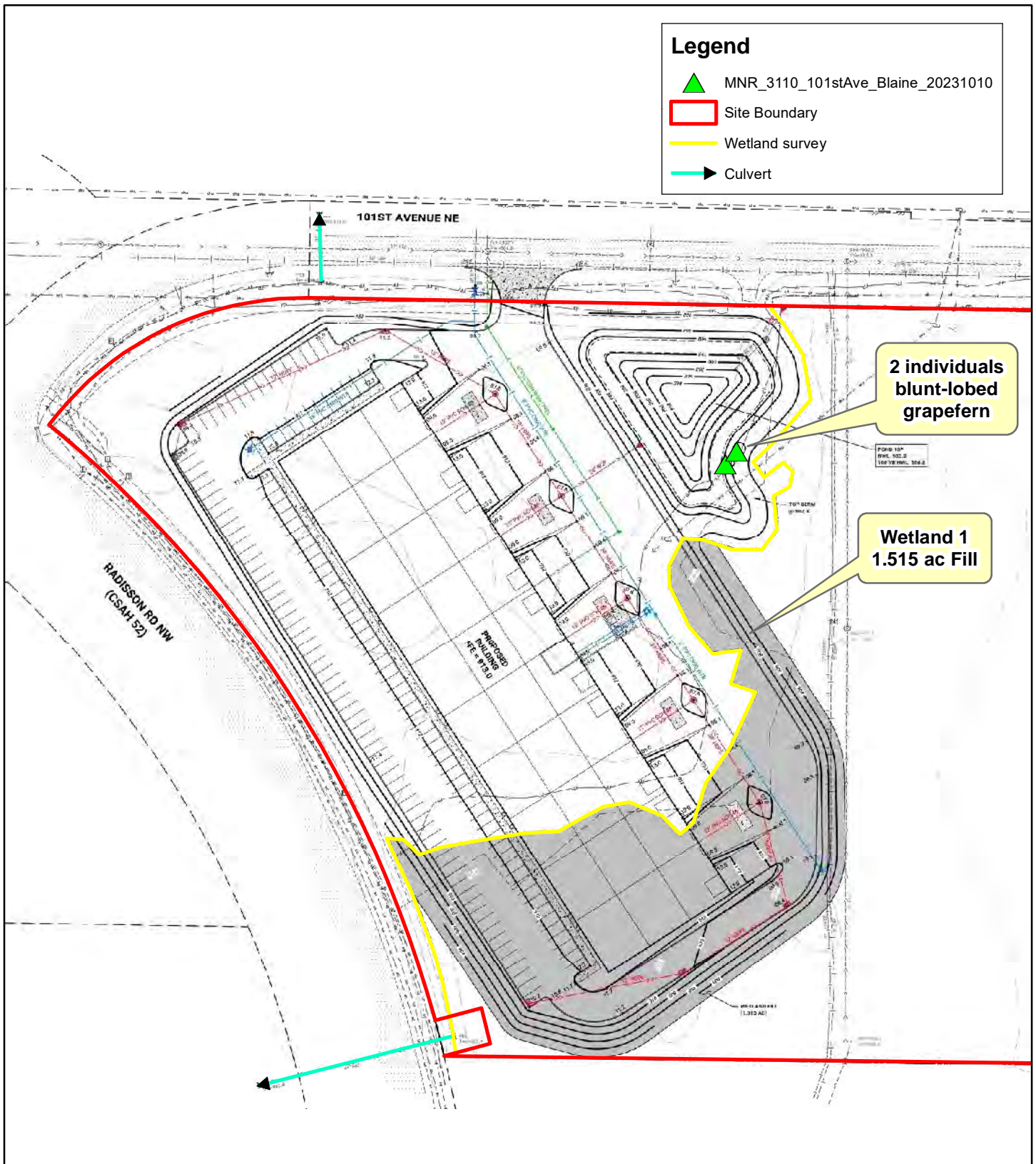


Figure 3 - Proposed Plan and Wetland Impact



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
Source: MNGEO Spatial Commons

N



0 150
Feet



Radisson Business Center (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

Radisson Business Center, Blaine

Sequencing Application

APPENDIX A

WCA Delineation Notice of Decision

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: Rice Creek Watershed District	County: Anoka
Applicant Name: Mohammed Ahmed	Applicant Representative:
Project Name: 3100 101st Ave NE	LGU Project No. (if any): 23-205R
Date Application Received by LGU: 10/5/2023	
Date of LGU Decision: 11/7/2023	
Date this Notice was Sent: 11/7/2023	

WCA Decision Type - check all that apply

<input checked="" type="checkbox"/> Wetland Boundary/Type	<input type="checkbox"/> Sequencing	<input type="checkbox"/> Replacement Plan	<input type="checkbox"/> Bank Plan (not credit purchase)
<input type="checkbox"/> No-Loss (8420.0415)	<input type="checkbox"/> Exemption (8420.0420)		
Part: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H		Subpart: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:
Wetland Replacement Type: <input type="checkbox"/> Project Specific Credits: <input type="checkbox"/> Bank Credits:
Bank Account Number(s):

Technical Evaluation Panel Findings and Recommendations (attach if any)

<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve w/Conditions <input type="checkbox"/> Deny <input type="checkbox"/> No TEP Recommendation A joint application for wetland boundary/type was provided by Kjolhaug Environmental Services on 10/5/2023. A site visit was attended on 10/30/2023 by representatives from BWSR, ACD, RCWD, and Kjolhaug Environmental Services. No formal comments were provided.

LGU Decision

<input checked="" type="checkbox"/> Approved with Conditions (specify below) ¹ <input type="checkbox"/> Approved ¹ <input type="checkbox"/> Denied List Conditions: The applicant needs to submit a survey of the wetland boundary as well as gps points of the wetland delineation in a form acceptable to the RCWD.
Decision-Maker for this Application: <input type="checkbox"/> Staff <input type="checkbox"/> Governing Board/Council <input type="checkbox"/> Other:
Decision is valid for: <input type="checkbox"/> 5 years (default) <input type="checkbox"/> Other (specify):

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

<input checked="" type="checkbox"/> Attachment(s) (specify): <ul style="list-style-type: none"> • Figure 2 Existing Conditions by Kjolhaug Environmental Services, no date (RCWD received 10/5/2023). <input checked="" type="checkbox"/> Summary: The LGU finds the wetland boundaries illustrated in the attached figure titled: Figure 2 Existing Conditions by Kjolhaug Environmental Services, no date (RCWD received 10/5/2023) accurate and supported by the submitted wetland delineation for the LGU administration of the WCA. This decision is not intended to define boundaries of MN DNR jurisdiction or regulate activities under the jurisdiction of the MN DNR, except to the extent that MN DNR finds the decision consistent with their requirements. The local government unit decision is valid for five years. However, the decision will cease to be valid before then, if the Technical Evaluation Panel determines that the wetland boundary or type has changed due to
--

natural or artificial changes to the hydrology, vegetation, or soils of the area. The LGU finds that the wetland typing may need to be reviewed in conjunction with any future project.

Advisory Note:

A Wetland Replacement Plan application must include a statement from the MnDNR, or the applicant's licensed professional, based on MnDNR database review, as to the potential presence of an endangered or threatened species or potential impact to a rare natural community (Minn. Rules 8420.0330, subp. 3.A(5); 8420.0525). Applicants should initiate this review early.

¹ Findings must consider any TEP recommendations.

Attached Project Documents

Site Location Map Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

Yes¹ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

See RCWD Board of Managers Resolution 2019-13 regarding delegated decisions and appeal, available at www.ricecreek.org on the Board Agendas, Minutes & Resolutions page.

Notice Distribution (include name)

Required on all notices:

<input checked="" type="checkbox"/> SWCD TEP Member: Becky Wozney	<input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer
<input type="checkbox"/> LGU TEP Member (if different than LGU contact):	
<input type="checkbox"/> DNR Representative: Melissa Collins	
<input type="checkbox"/> Watershed District or Watershed Mgmt. Org.:	
<input checked="" type="checkbox"/> Applicant (notice only): Mohammed Ahmed	<input checked="" type="checkbox"/> Agent/Consultant (notice only): Melissa Barrett

Optional or As Applicable:

<input type="checkbox"/> Corps of Engineers: TBD	
<input type="checkbox"/> BWSR Wetland Mitigation Coordinator (required for bank plan applications only):	
<input checked="" type="checkbox"/> Members of the Public (notice only): Dan Schluender	<input type="checkbox"/> Other:

Signature: 	Date: 11/07/2023
---	-------------------------

This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.



Figure 1 - Site Location



KJØLHAUG ENVIRONMENTAL SERVICES COMPANY
Source: ESRI Streets Basemap

N



0 500 Feet




3100 101st Ave NE (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.




Figure 2 - Existing Conditions (April 2020 Metro Photo)




N

0 250



Feet

3100 101st Ave NE (KES 2023-141)
Blaine, Minnesota



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
 Source: MNGEO Spatial Commons

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

Radisson Business Center, Blaine

Sequencing Application

APPENDIX B

MnRAM Results

	Date	Wetland name / ID _WL1_	Wetland name / ID	Wetland name / ID	Wetland name / ID														
	Special Features (from list, p.2--enter letter/s)	-	-	-	-														
#1	Community Number (circle each community which represents at least 10% of the wetland)	3A, 3B, 4A, 4B, 7A, 7B, 8A, 8B, 10A, 13A, 13B, 12B, 14A, 15A, 15B, 16A, 16B	3A, 3B, 4A, 4B, 7A, 7B, 8A, 8B, 10A, 13A, 13B, 12B, 14A, 15A, 15B, 16A, 16B	3A, 3B, 4A, 4B, 7A, 7B, 8A, 8B, 10A, 13A, 13B, 12B, 14A, 15A, 15B, 16A, 16B	3A, 3B, 4A, 4B, 7A, 7B, 8A, 8B, 10A, 13A, 13B, 12B, 14A, 15A, 15B, 16A, 16B														
#2 & #3	~ Describe each community type individually below ~		~ Describe each community type individually below ~																
Plant Community #1	Community Type (wet meadow, marsh)	13B Shallow Marsh	-	-	-														
	Community Proportion (% of total)	50%																	
	Dominant Vegetation / Cover Class																		
	Invasive/exotic Vegetation / Cover Class																		
	Community Quality (E, H, M, L)	L 0.1		0		0													
Plant Community #2	Community Type (wet meadow, marsh)	9B Shallow, Open Water	-	-	-														
	Community Proportion (% of total)	25%																	
	Dominant Vegetation / Cover Class																		
	Invasive/exotic Vegetation / Cover Class																		
	Community Quality (E, H, M, L)	L 0.1		0		0													
Plant Community #3	Community Type (wet meadow, marsh)	15B Fresh(wet) Meadow	-	-	-														
	Community Proportion (% of total)	15%																	
	Dominant Vegetation / Cover Class																		
	Invasive/exotic Vegetation / Cover Class																		
	Community Quality (E, H, M, L)	M 0.5		0		0													
Plant Community #4	Community Type (wet meadow, marsh)	16B Seasonally Flooded Basin	-	-	-														
	Community Proportion (% of total)	10%																	
	Dominant Vegetation / Cover Class																		
	Invasive/exotic Vegetation / Cover Class																		
	Community Quality (E, H, M, L)	M 0.5		0		0													
	Circular 39 Types (primary <TAB> others)																		
	Cowardin Types																		
	Photo ID																		
	Highest rated community veg. div./integ:	0.5 Medium	0	-	0 -														
	Average vegetative diversity/integrity:	0.30 Low	-	-	- -														
	Weighted Average veg. diversity/integrity:	0.20 Low	0.00	-	0.00 -														
#4	Listed, rare, special plant species?	n Y N	Y N	Y N	Y N														
#5	Rare community or habitat?	n Y N	Y N	Y N	Y N														
#6	Pre-European-settlement conditions?	n Y N	Y N	Y N	Y N														
Floodplain Forest [1A, 2A, 3A] * Hardwood Swamp [3B] * Coniferous Bog [2A, 4B] * Coniferous Swamp [4B] * Open Bog [1B, 5A, 5B, 6A, 7A, 9A, 10A] * Calcareous Fen [7B, 11B, 14A] * Shrub Swamp [6B] * Alder Thicket [8A] * Shrub-carr [8B] * Sedge Meadow [10B, 11A, 12A, 13A] * Shallow Marsh [13B] * Deep Marsh [12B] * Wet to Wet-Mesic Prairie [14B, 15A] * Fresh (Wet) Meadow [15B] * Shallow, Open Water [9B, 16A] * Seasonally Flooded Basin [16B]					<table border="1"> <thead> <tr> <th>Cover Class</th> <th>Class Range</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0 - 3%</td> </tr> <tr> <td>2</td> <td>3 - 10%</td> </tr> <tr> <td>3</td> <td>10 - 25%</td> </tr> <tr> <td>4</td> <td>25 - 50%</td> </tr> <tr> <td>5</td> <td>50 - 75%</td> </tr> <tr> <td>6</td> <td>75 - 100%</td> </tr> </tbody> </table>	Cover Class	Class Range	1	0 - 3%	2	3 - 10%	3	10 - 25%	4	25 - 50%	5	50 - 75%	6	75 - 100%
Cover Class	Class Range																		
1	0 - 3%																		
2	3 - 10%																		
3	10 - 25%																		
4	25 - 50%																		
5	50 - 75%																		
6	75 - 100%																		

*If there are more than four plant community types, use the next column over to enter the rest and do not rely on the automatic average calculations.

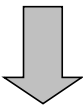
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
1	MnRAM 3.2 Digital Worksheet, Side 2														
2															
3			Question Description	User entry	Rating										
4															
5		1	Veg. Table 2, Option 4		0.20										
6			TOTAL VEG Rating	0.2	L										
7		4	Listed, rare, special plant species?	n	next										
8		5	Rare community or habitat?	n	next										
9		6	Pre-European-settlement conditions?	n	next										
10		7	hydrogeo & topo		#N/A										
11		8	Water depth (inches)												
12			Water depth (% inundation)												
13		9	Local watershed/immedita drainage (acres)												
14		10	Existing wetland size	7											
15		11	SOILS: Up/Wetland (survey classification + site)												
16		12	Outlet characteristics for flood retention	C	0.1										
17		13	Outlet characteristics for hydrologic regime	B	0.5										
18		14	Dominant upland land use (within 500 ft)	C	0.1	1									
19		15	Soil condition (wetland)	B	0.5										
20		16	Vegetation (% cover)	75%	M	0.5									
21		17	Emerg. veg. flood resistance	B	0.5										
22		18	Sediment delivery	A	1										
23		19	Upland soils (based on soil group)	A	0.1										
24		20	Stormwater runoff pretreatment & detention	A	1	0.1									
25		21	Subwatershed wetland density	C	0.1										
26		22	Channels/sheet flow	A	1										
27		23	Adjacent naturalized buffer average width (feet)	20	L	WQ	0.1	L		0.1					
28		24	Adjacent Area Management: % Full	80%	0.8	2	0.82								
29			adjacent area mgmt: % Manicured	0%	0										
30			adjacent area mgmt: % Bare	20%	0.02										
31		25	Adjacent Area Diversity & Structure: % Native	0%	0	1	0.5								
32			adjacent area diversity: % Mixed	100%	0.5										
33			adjacent area diversity: % Sparse/Inv./Exotic	0%	0										
34		26	Adjacent Area Slope: % Gentle	100%	1	1	1								
35			adjacent area slope: % Moderate	0%	0										
36			adjacent area slope: % Steep	0%	0										
37															
38															
39		27	Downstream sensitivity/WQ protection	A	1										
40		28	Nutrient loading	B	0.5										
41		29	Shoreline wetland?	N	N										
42		30	Rooted shoreline vegetation (%cover)		Enter a percentage										
43		31	Wetland in-water width (in feet, average)		Enter a percentage										
44		32	Emergent vegetation erosion resistance		Enter valid choice										
45		33	Shoreline erosion potential		Enter valid cho										
46		34	Bank protection/upslope veg.		Enter valid choice										
47		35	Rare Wildlife	N	N										
48		36	Scarce/Rare/S1/S2 local community	N	N										
49		37	Vegetation interspersation cover (see diagram 1)	3	M	0.5									
50		38	Community interspersation (see diagram 2)	2	M	0.5					0				
51		39	Wetland detritus	N/A	N/A										
52		40	Wetland interspersation on landscape	B	0.5	0.5									
53		41	Wildlife barriers	B	0.5										
54		42	Amphibian breeding potential-hydroperiod	A	1										
55		43	Amphibian breeding potential--fish presence	A	1										
56		44	Amphibian & reptile overwintering habitat	B	0.5										
57		45	Wildlife species (list)												
58		46	Fish habitat quality	N/A	N/A										
59		47	Fish species (list)												
60		48	Unique/rare educ./cultural/rec.opportunity	N	N										
61		49	Wetland visibility	B	0.5										
62		50	Proximity to population	N	0.1										
63		51	Public ownership	C	0.1										
64		52	Public access	C	0.1										
65		53	Human influence on wetland	C	0.1										
66		54	Human influence on viewsshed	C	0.1										
67		55	Spatial buffer	A	1										
68		56	Recreational activity potential	C	0.1										
69		57	Commercial crop--hydrologic impact	N/A	N/A										
70															

This comes in from Side 1 automatically using the weighted average. To use the highest rated veg. Community rating, please manually overwrite that value (shown to the right) into the field at E5.

Highest-rated: 0.5

Enter data starting here. Yellow boxes are used in calculations.

Scroll down to answer more questions and see formula calculations



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P
72															
73		58	GW - Wetland soils	-	R or D	Enter "R" or "D"									
74		59	GW - Subwatershed land use	-	R or D	Enter "R" or "D"									
75		60	GW - Wetland size and soil group	-	R or D	Enter "R" or "D"									
76		61	GW - Wetland hydroperiod	-	R or D	Enter "R" or "D"									
77		62	GW - Inlet/Outlet configuration	-	R or D	Enter "R" or "D"									
78		63	GW - Surrounding upland topographic relief	-	R or D	Enter "R" or "D"									
79		64	Restoration potential w/o flooding		Y or N	0									
80		65	Landowners affected by restoration		E a b c	Enter valid choice									
81		66A	Existing wetland size (acres) [from #10]	7	__ acres										
82		66B	Total wetland restoration size (acres)		__ acres	0.1									
83		66C	(Calculated) Potential New Wetland Area [B-A]	-7	__ acres	% effectively drained: #####									
84		67	Average width of naturalized upland buffer (potential)	0	__ feet	0.1 value: #####									
85		68	Likelihood of restoration success		a b c	Enter valid choice									
86		69	Hydrologic alteration type		Outlet, Tile, Ditch, GW pump, Wtrshd div., Filling										
87		70	Potential wetland type (Circ. 39)		1, 2, 3, 4, 5, 6, 7, 8										
88		71	Wetland sensitivity to stormwater		E a b c										
89		72	Additional stormwater treatment needs		a b c										

Additional questions

90															
91															
92															
93															
94															

Functional Rating Summaries

Function Name	Raw score	Final Rating	Rating Category
Vegetative Diversity/Integrity		0.20	L
Hydrology - Characteristic		0.30	Low
Flood Attenuation		0.52	Med
Water Quality--Downstream		0.62	Med
Water Quality--Wetland		0.39	Med
Shoreline Protection		N/A	N/A
Characteristic Wildlife Habitat Structure	0.39	0.39	Med
Maintenance of Characteristic Fish Habitat	#####	N/A	N/A
Maintenance of Characteristic Amphibian Habitat		0.23	Low
Aesthetics/Recreation/Education/Cultural	0.21	0.21	Low
Commercial use		N/A	N/A
Special Features listing:		-	
Groundwater Interaction		recharge	
Groundwater Functional Index		no special indicators	
Restoration Potential (draft formula)		#VALUE! #####	
Stormwater Sensitivity (not active)			

Formula shown to the right.

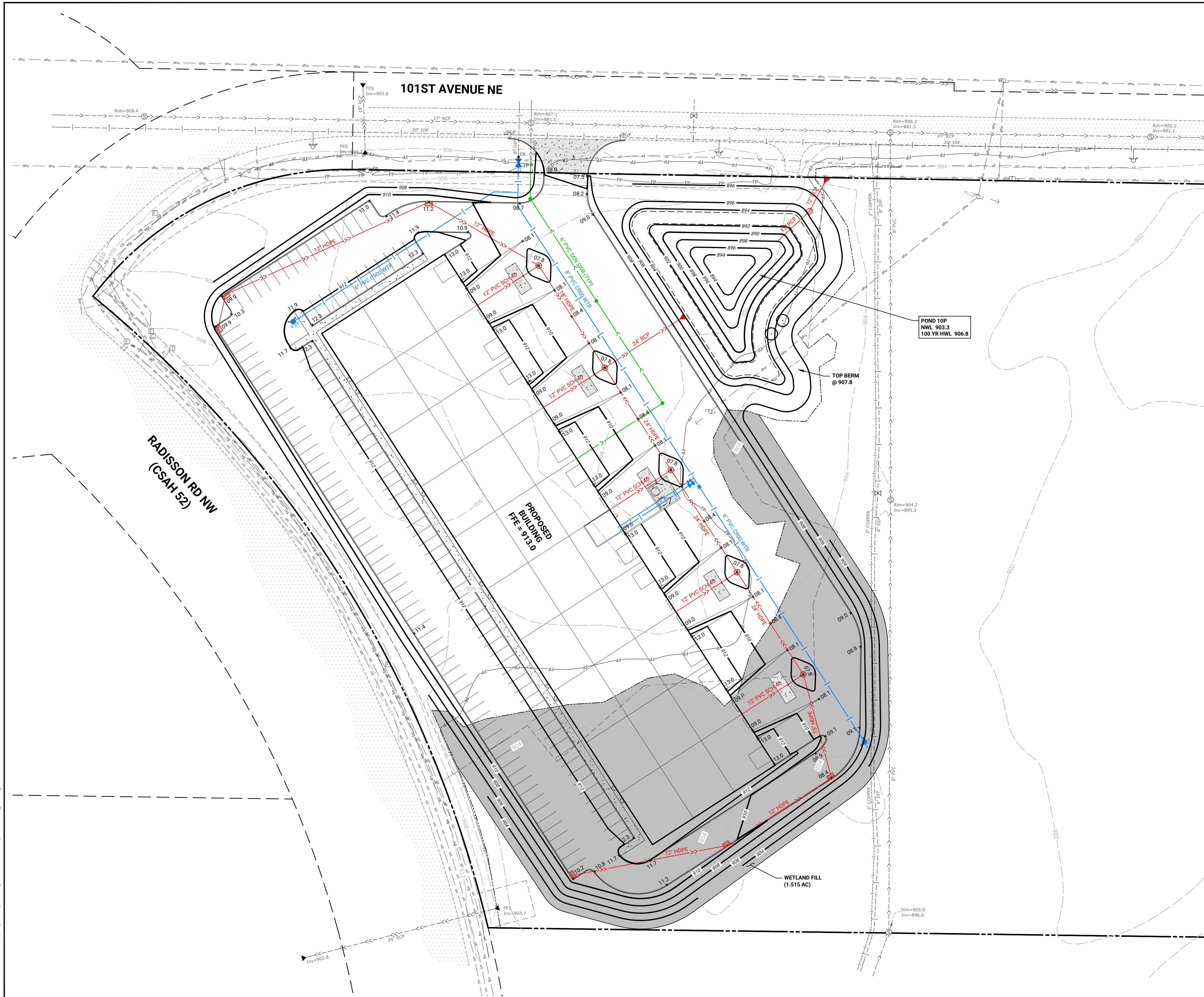
0

Radisson Business Center, Blaine

Sequencing Application

APPENDIX C

Grading Plan



EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		BITUMINOUS PAVEMENT
		CONCRETE PAVEMENT
		STORM SEWER
		SANITARY SEWER
		WATER MAIN
		OVERHEAD UTILITY
		UNDERGROUND ELECTRIC
		UNDERGROUND GAS
		UNDERGROUND CABLE
		UNDERGROUND TELEPHONE
		STORM CATCH BASIN
		STORM MANHOLE
		STORM FLARED END SECTION
		HYDRANT
		GATE VALVE
		OTHER SYMBOLS
		WETLAND LINE
		ROW REGULATORY FLOOD LINE (905.1)
		10' CONTOUR
		2' CONTOUR
		SPOT ELEVATION (CURB ELEVATIONS ARE TO GUTTER LINE)
		57.1' K
		SILT FENCE
		BIO ROLL
		ROCK ENTRANCE

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
 GSD STATION #101670, NAMED 0280 Z
 ELEVATION: 908.07 (NAVD 88)

GOVERNING SPECIFICATIONS

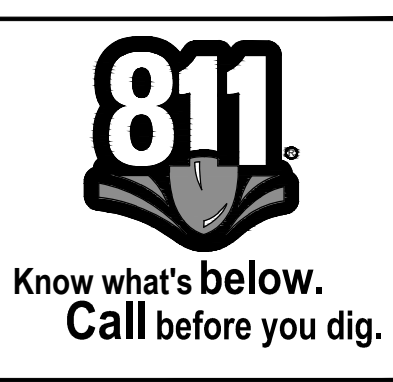
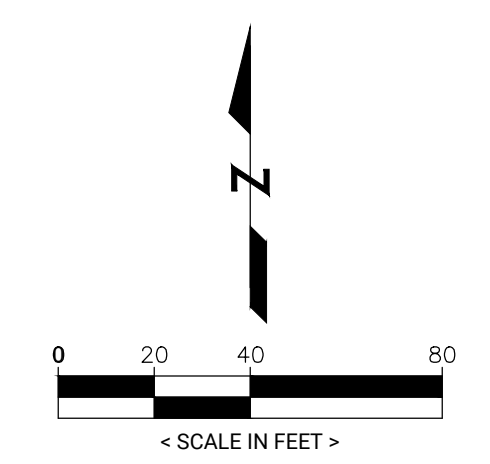
- THE LATEST EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE CITY OF BLAINE SPECIFICATIONS.
- THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
- THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS.

GRADING NOTES

- VEHICLE TRACKING REDUCTION DEVICE, SILT FENCE, AND EXISTING CATCH BASIN INLET PROTECTION SHALL BE INSTALLED PRIOR TO GRADING CONSTRUCTION, AND SHALL BE MAINTAINED UNTIL THE SITE HAS BEEN STABILIZED.
- CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO THE START OF GRADING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES OR VARIATIONS FROM THE PLAN.
- CONTRACTOR SHALL STRIP, STOCKPILE AND RESPREAD SUFFICIENT TOPSOIL TO PROVIDE A MINIMUM OF 4" OF TOPSOIL OVER ALL DISTURBED AREAS THAT WILL BE SODDED, SEEDED OR LANDSCAPED.
- ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 7 CALENDARS DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
- ALL SLOPES STEEPER THAN 3:1 SHALL HAVE MNDOT CAT. 1 EROSION CONTROL BLANKET AND SEED, OR APPROVED EQUAL.
- STOCKPILES SHALL BE STABILIZED WITHIN 7 DAYS OF ROUGH GRADING OR INACTIVITY.

WETLAND SUMMARY

WETLAND IMPACT: 1.515 AC



CONTOUR
 CIVIL DESIGN

8195 VERNON STREET, ROCKFORD, MN 55973
 TEL: 612.730.2265 | WWW.CONTOURCD.COM

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

NAME: JOSEPH T. RABALA
 SIGNATURE: [Signature]
 05/24 LIC #: 45889

PRELIMINARY

REVISIONS	ISSUE DATE: 04/05/24	BY: JTR
1.		
2.		
3.		
4.		
5.		
6.		
7.		

OWNER

MENOMONIE LAND 11 L.L.C.
 4558 TRADING POST TRAIL SOUTH
 AFTON, MN 55001

GRADING & DRAINAGE PLAN

LOT 1, BLOCK 1, LARSON'S ESTATE
 3100 101ST AVENUE NE
 BLAINE, MINNESOTA

SHEET NUMBER
C3.1

04/05/24 c:\users\jrabala\appdata\local\temp\conform\lab\102515 - blaine\land\spec\c30115.dwg

Radisson Business Center, Blaine

Sequencing Application

APPENDIX D

Alternative Sites Figures and Zoning Maps

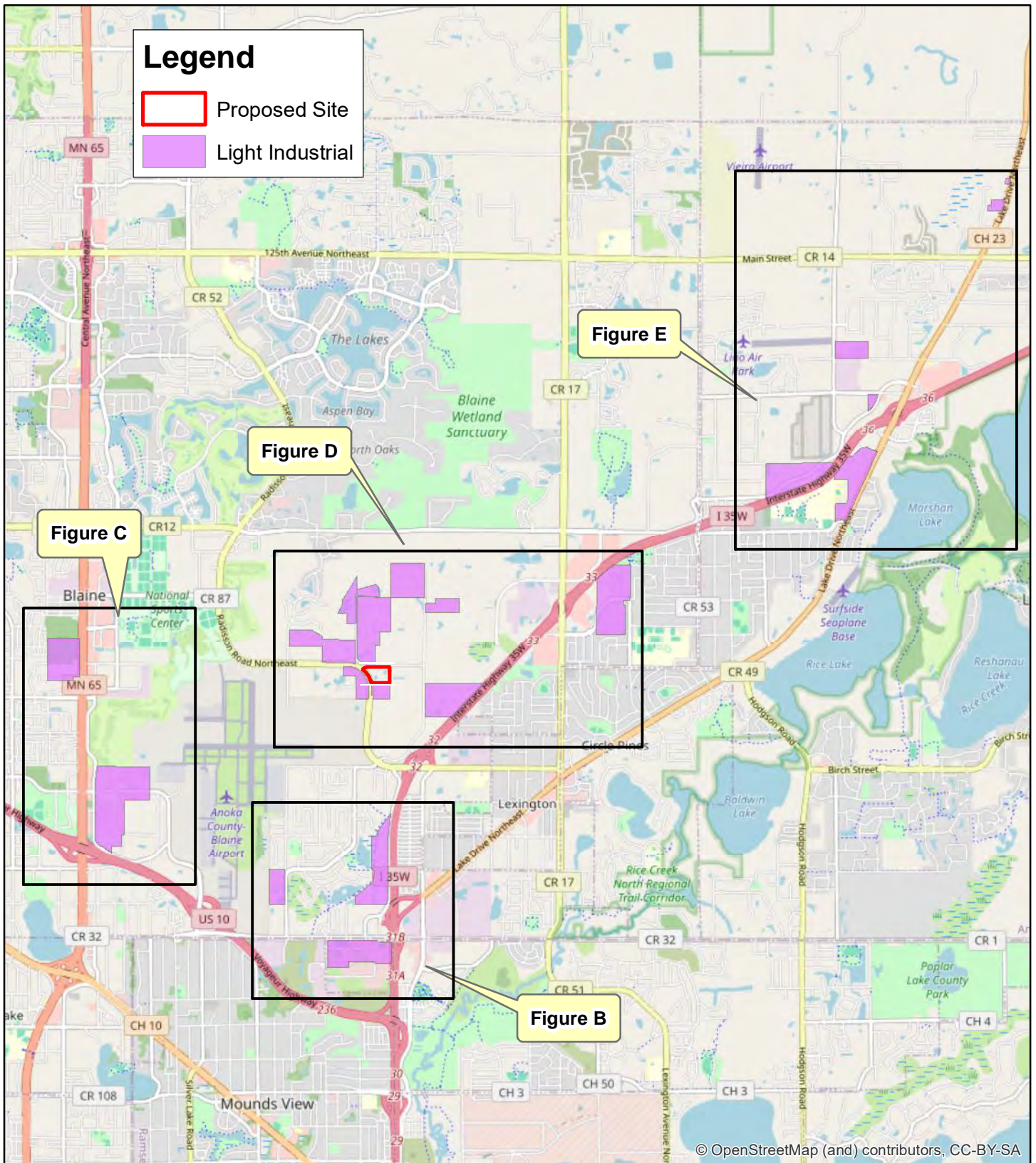


Figure A - Alternative Sites Overview



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
Source: MNGEO Spatial Commons

N



0 5,280
Feet



Larson's Estate (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

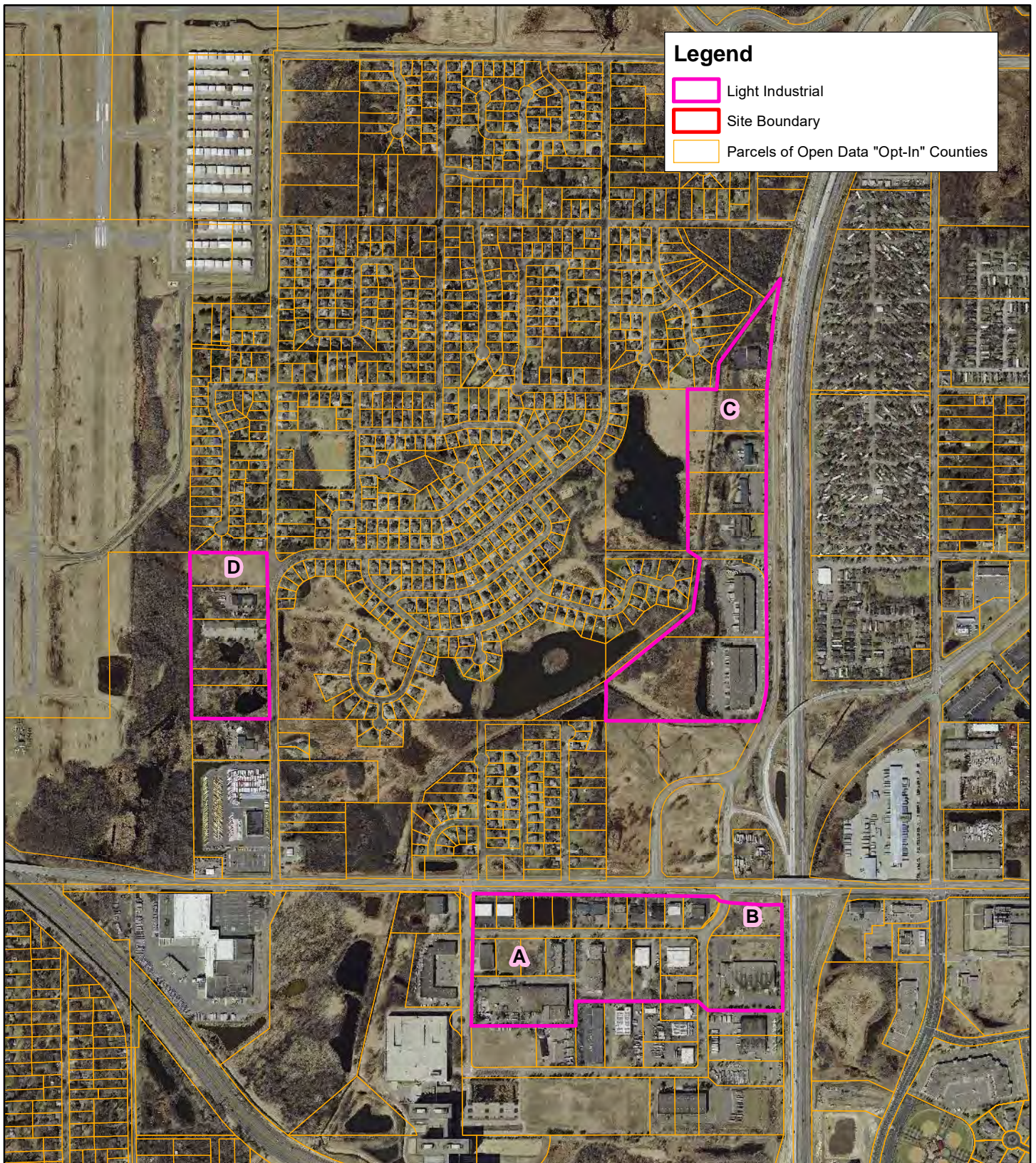




Figure B - Light Industrial - south Blaine




N

0 2,500



Feet

Larson's Estate (KES 2023-141)
Blaine, Minnesota



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
 Source: MNGEO Spatial Commons

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

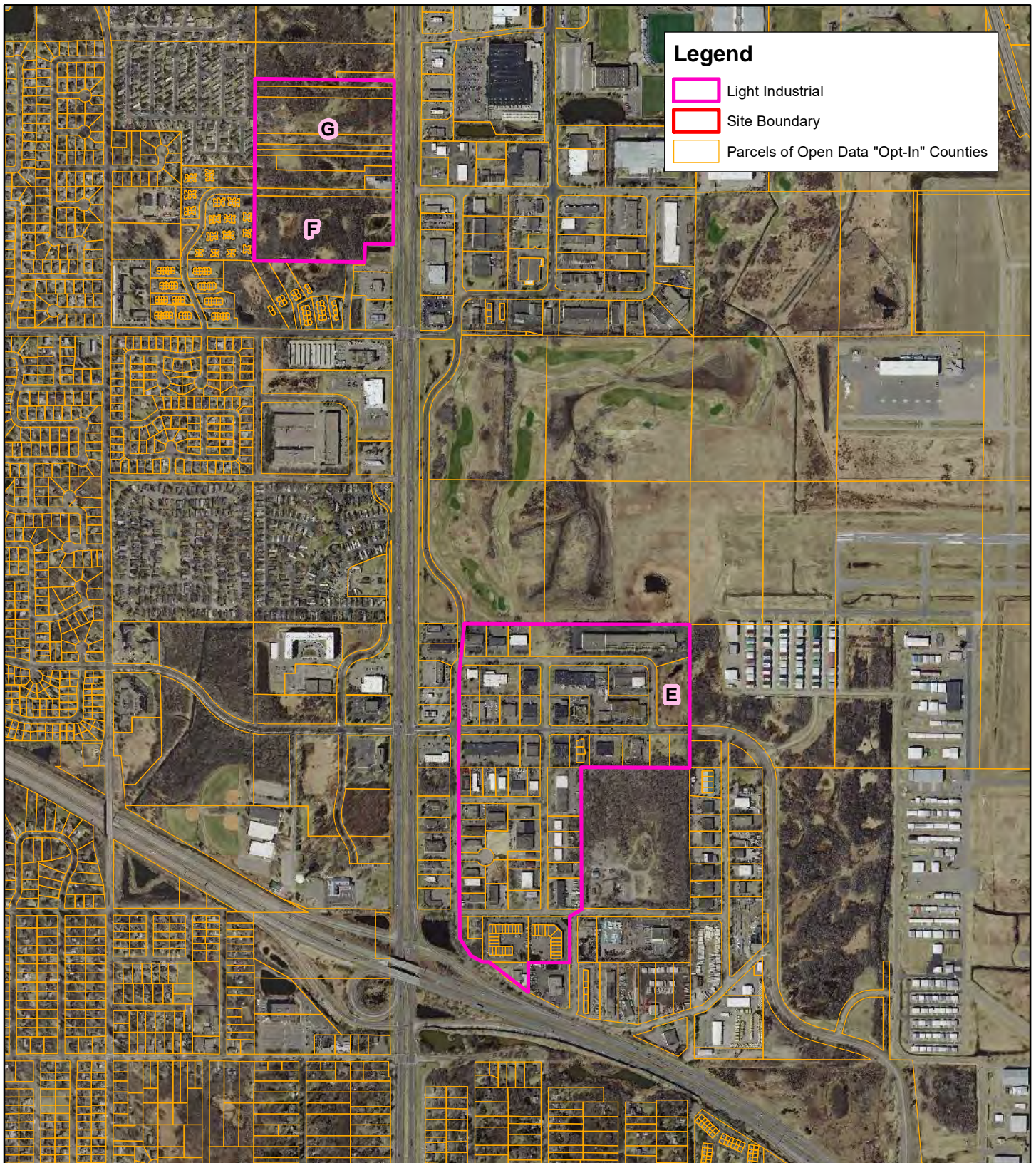




Figure C - Light Industrial - west Blaine




N

0 2,500



Feet

Larson's Estate (KES 2023-141)
Blaine, Minnesota



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
 Source: MNGEO Spatial Commons

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

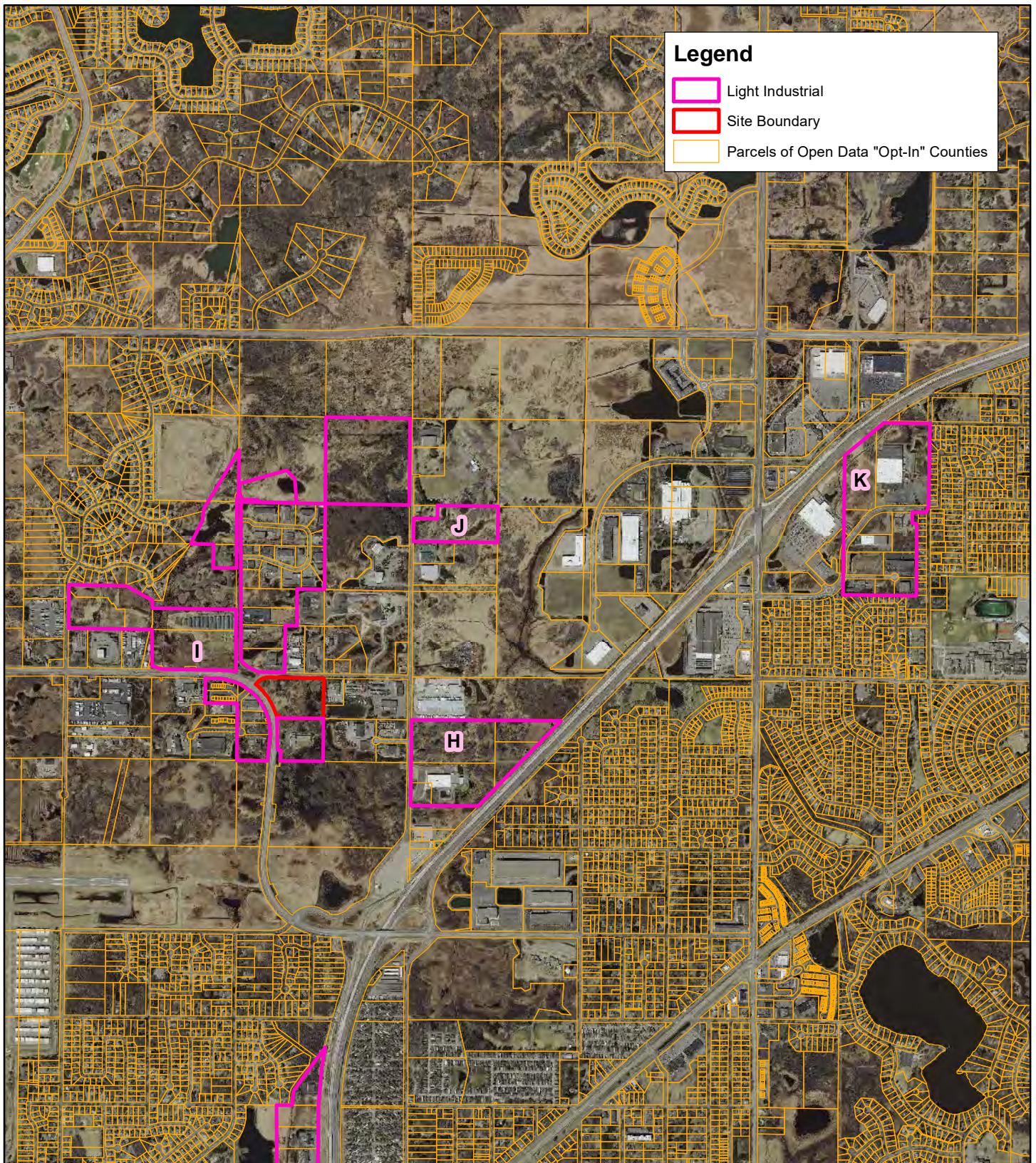


Figure D - Light Industrial - central Blaine



N



0 2,500



Feet

Larson's Estate (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: MNGEO Spatial Commons



Figure E - Alternative Site H



N



0 250 Feet



Larson's Estate (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: MNGEO Spatial Commons

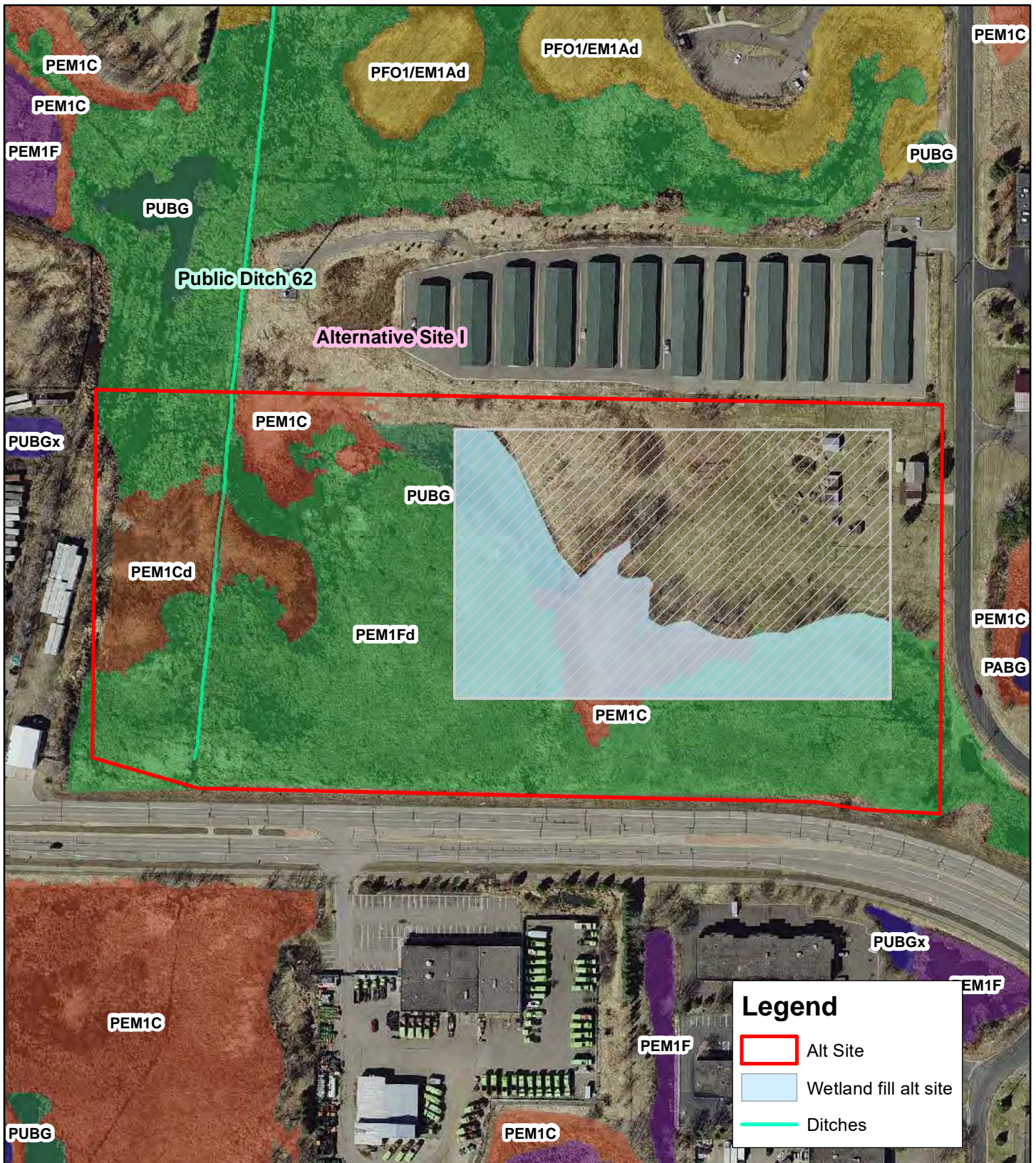


Figure F - Alternative Site I (with NWI overlay)



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Source: MNGEO Spatial Commons

N



0 250



Feet

Larson's Estate (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

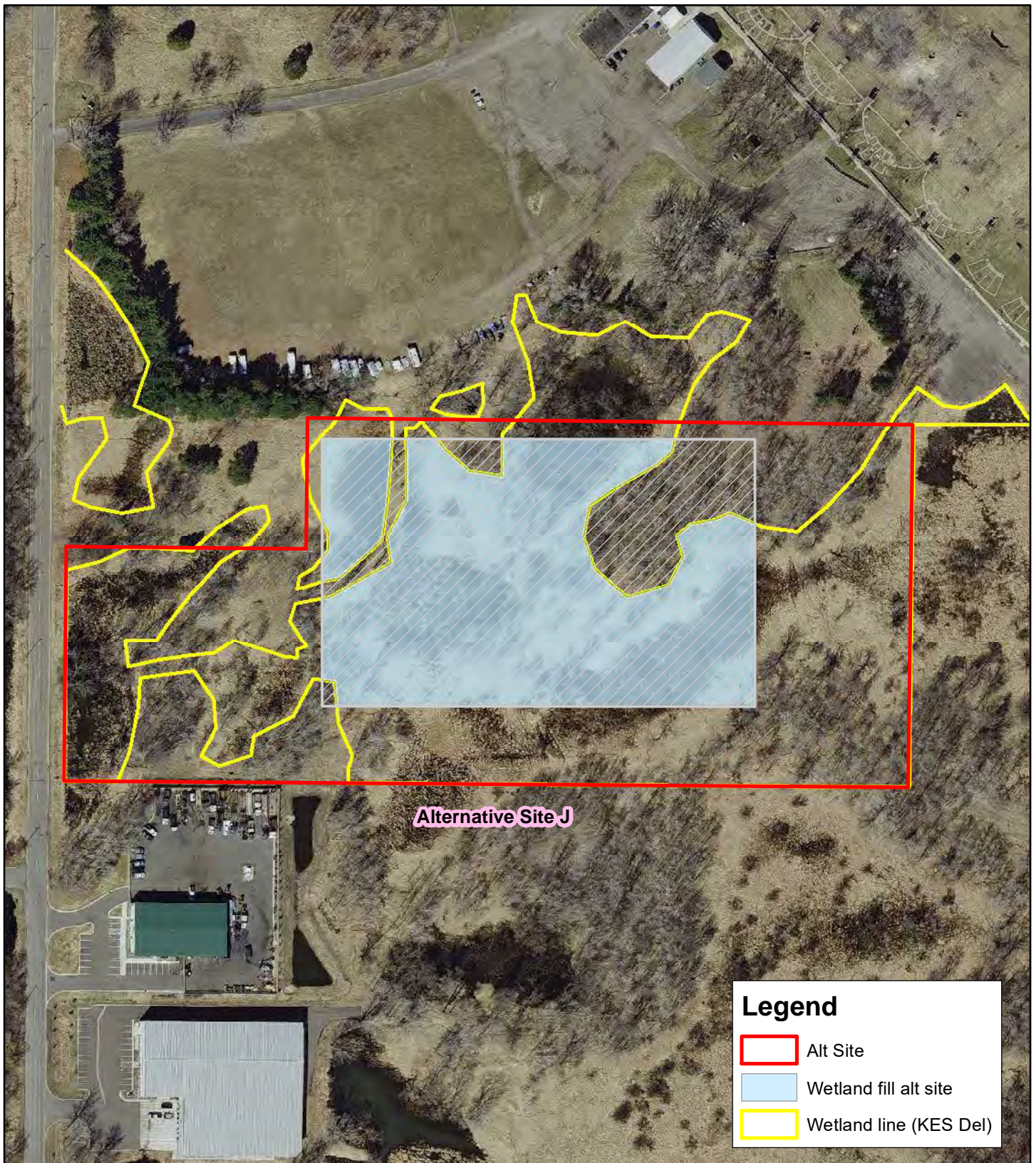


Figure G - Alternative Site J



KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
Source: MNGEO Spatial Commons

N



0 250 Feet



Larson's Estate (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.



Figure H - Alternative Site K



N



0 250 Feet

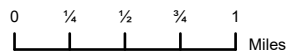
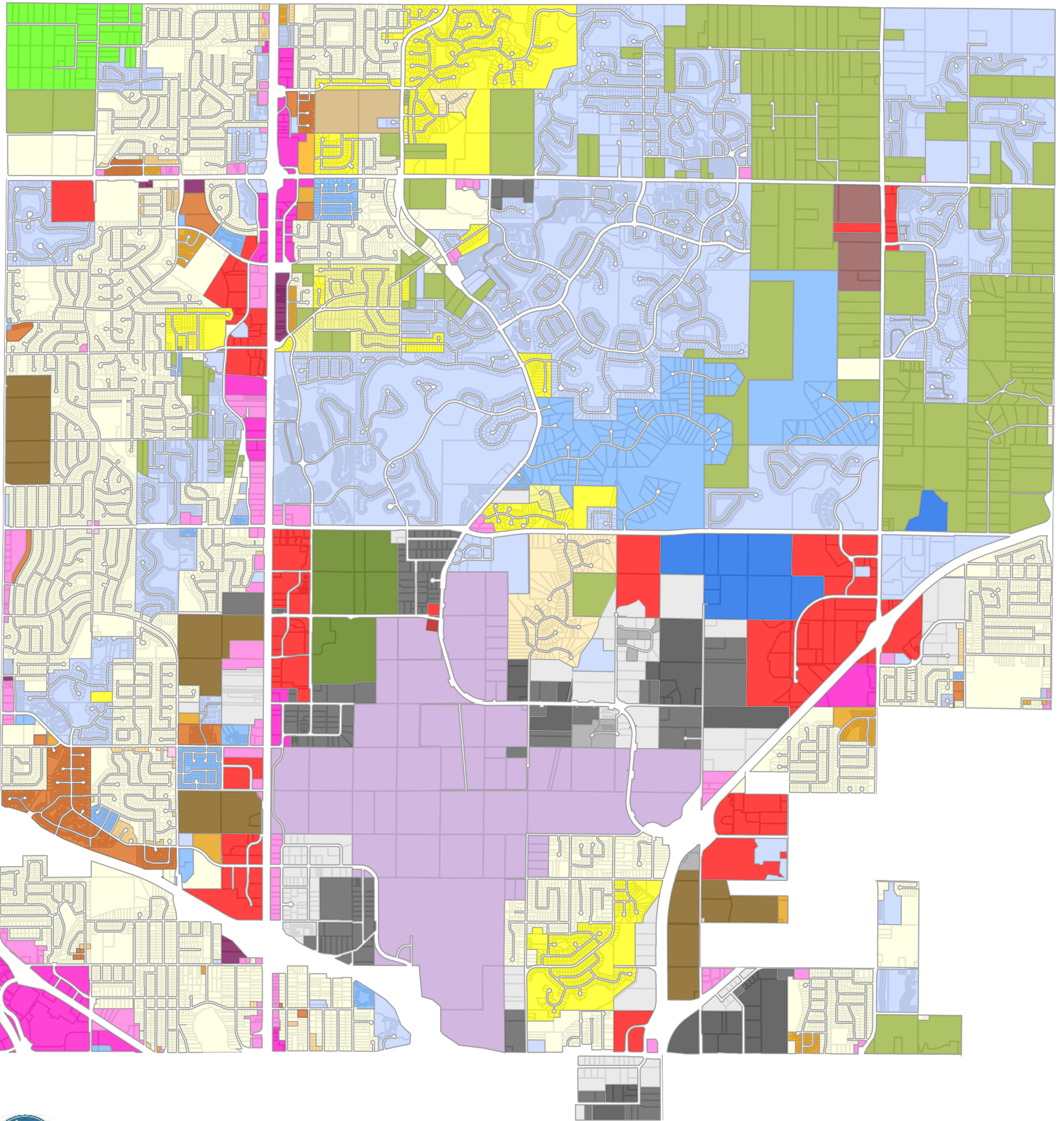


Larson's Estate (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY
 Source: MNGEO Spatial Commons

Zoning Map



Disclaimer: This document has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. Every effort has been made to make sure the completeness and accuracy on this document. The City of Blaine does not represent that the data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 717-2659.

This map is in draft form and should not be looked upon as a legal document.
Map Created By City of Blaine GIS
Data provided by City of Blaine Planning Department
Map Date: June 2022

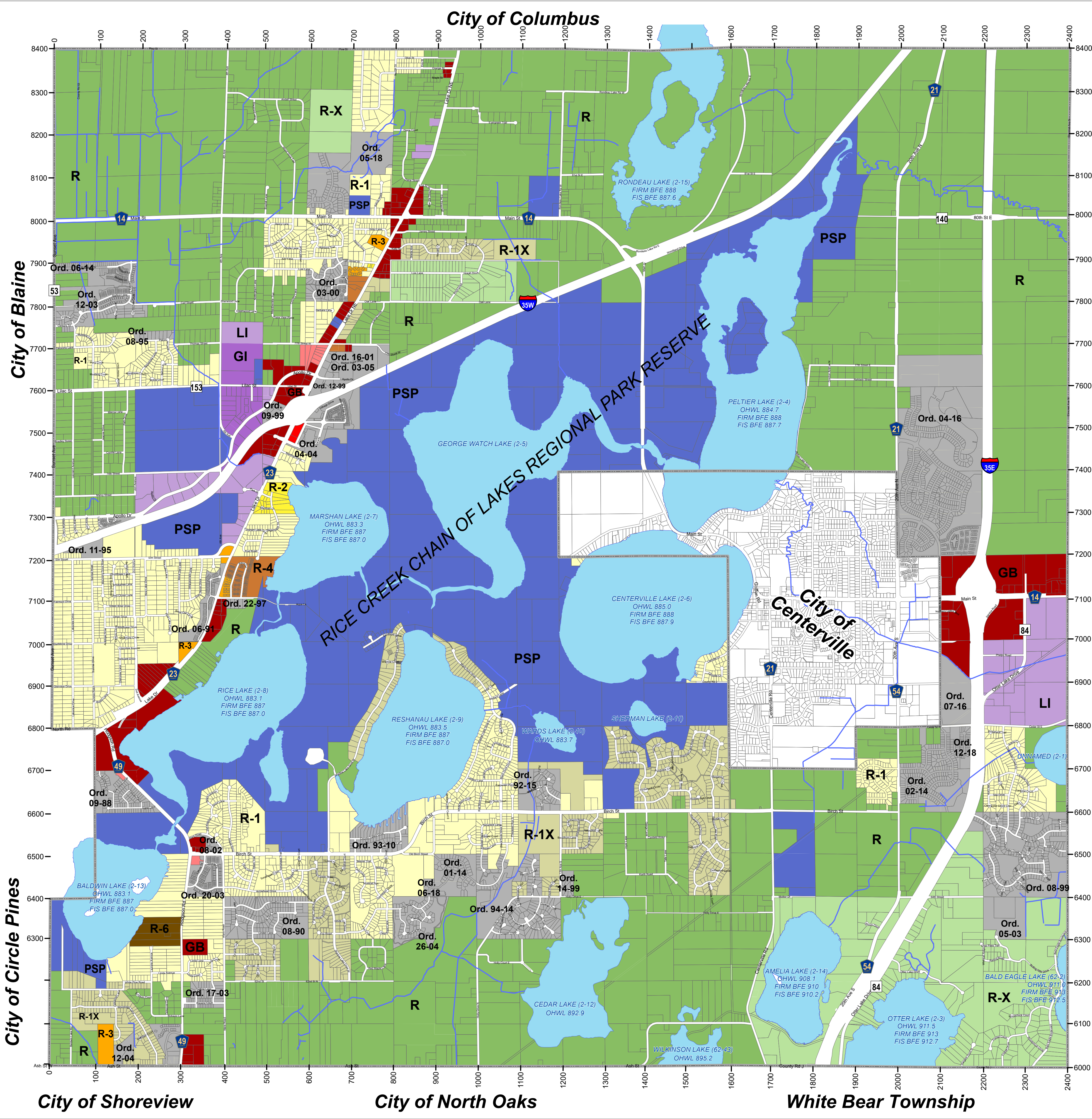


Legend

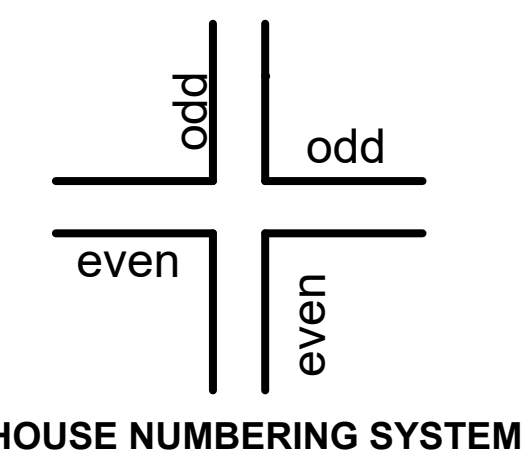
B-1 - Neighborhood Business	I-1A - Light Industrial	R-3A - Low Density Multi-Family	Airport
B-2 - Community Commercial	I-2 - Heavy Industrial	R-3B - Medium Density Multi-Family	
B-3 - Regional Commercial	I-2A - Heavy Industrial	R-3C - High Density Multi-Family	
B-4 - Office Research Park	POD - Planned Office District	R-4 - Mobile Homes	
B-5 - Town Commercial	R-1 - Single Family	RE - Residential Estate	
PBD - Planned Business District	R-1A - Single Family	RF - Residential Flex	
PBD-A - Planned Business District - Airport	R-1AA - Single Family	FR - Farm Residence	
RR - Regional Recreation	R-1B - Single Family	AG - Agriculture	
I-1 - Light Industrial	R-2 - Two Family	DF - Development Flex	



Zoning Map of Lino Lakes



ZONING			
	R Rural		R-6 Manufactured Home Park
	R-X Rural Executive		NB Neighborhood Business
	R-1 Single Family Residential		LB Limited Business
	R-1X Single Family Executive		GB General Business
	R-2 Two Family Residential		LI Light Industrial
	R-3 Medium Density Residential		GI General Industrial
	R-4 High Density Residential		BC Business Campus
	R-5 High Density Residential and Business		PSP Public Semi-Public
			PUD Planned Unit Development



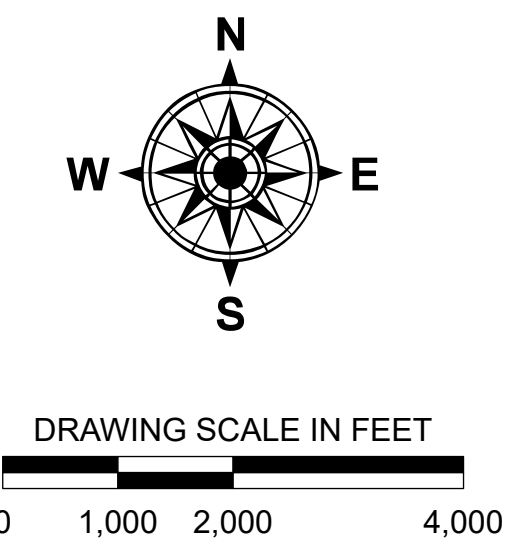
*Lino Lakes
Community Development
600 Town Center Parkway
Lino Lakes, Minnesota 55014*

Phone (651) 982-2400

*Maps are for illustrative purposes only.
Recent changes may not be included.
Land Use and Zoning Information
should be verified with City Staff.*

*Coordinate System: Anoka County NAD83 Feet
Lambert Conformal Conic*

Anoka County Parcel Data: April 2023 Release



**Updated Through Ord. No. 08-22
Effective January 5, 2023**

Radisson Business Center, Blaine

Sequencing Application

APPENDIX E

MNR Survey Report

Date: 10/24/2023

To: Ms. Melissa Lauterbach-Barrett, Kjolhaug Environmental Services

Subject: Rare Plant Survey – 3110 101st Avenue Project, Blaine, Minnesota

Midwest Natural Resources, Inc. (MNR) is pleased to provide the following rare plant habitat assessment for the proposed 3110 101st Ave Project in Blaine, Anoka County, Minnesota (**Figure 1**).



Figure 1. Site Location

Project Limits and Existing Background Data

The 12.25-acre project area is east of Radisson Rd NE and directly south of 101st Avenue NE (**Figure 2**). Background data evaluated before field efforts include the Minnesota Biological Survey (MBS) sites of biodiversity significance data layer and the Minnesota Department of Natural Resources (DNR) - Native Plant Community (NPC) data layer. The data layers indicate that the site is not identified as a Site of Biodiversity Significance, nor are any mapped NPCs mapped within the site boundary. Additionally, the Natural Heritage Information System (NHIS) database was reviewed via the Minnesota Conservation Explorer (MCE). Six state-listed species are documented within one mile of the project area, as identified in **Table 1**.

Methods

Due to the date of work authorization, a formal rare plant survey protocol proposal was not prepared for this specific effort. Rather, this effort was focused on determining if suitable rare plant habitat was present.

This involved a site visit following the standard baseline data review as noted above, and the field effort was conducted on October 10, 2023, by Otto Gockman¹.

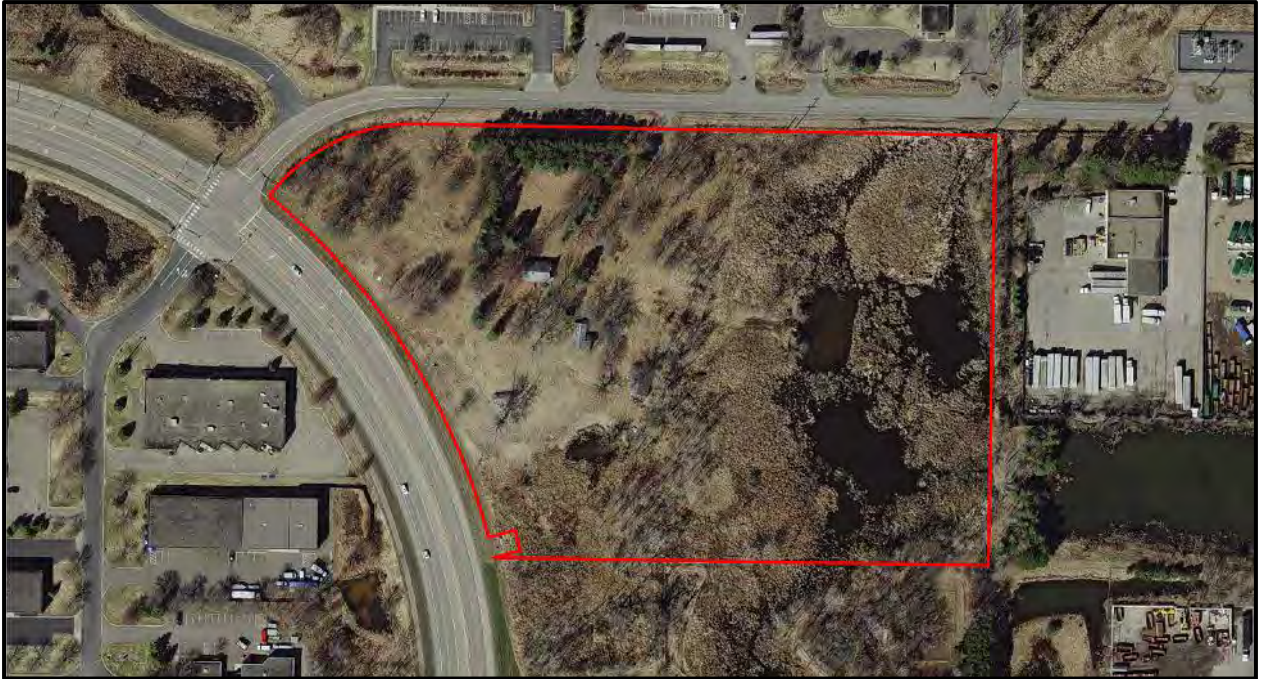


Figure 2. 2021 Aerial Image of Site

The field effort included collecting a general plant species list (**Attachment A**) and site notes. Although this is outside the standard survey period for rare plants, observed rare plant locations were documented when observed. This involved spatially delineating the population/colony extent using points to mark the extent of each given population. The number of individuals present was counted in this instance, which is included in the associated attribute table. All spatial data collected during this effort was captured using a sub-meter GPS unit (Trimble® GeoXT 6000). Data was collected in WGS84 and post-processed in ArcMap using Trimble Positions Desktop.

Table 1. Target Rare Species

Scientific Name	Common Name	State-Status
<i>Fimbristylis autumnalis</i>	Autumn fimbry	Special Concern
<i>Juncus marginatus</i>	Marginated rush	Endangered
<i>Platanthera flava</i> var. <i>herbiola</i>	Tuberclad rein orchid	Threatened
<i>Polygala cruciata</i>	Cross-leaved milkwort	Endangered
<i>Viola lanceolata</i>	Lance-leaf violet	Threatened
<i>Xyris torta</i>	Twisted yellow-eyed grass	Endangered

Results

The property is partially forested on the west half of the site, having an open understory and a ground layer dominated by Kentucky bluegrass (*Poa pratensis*), giant goldenrod (*Solidago gigantea*), rough hawkweed (*Hieracium umbellatum*), and common sheep sorrel (*Rumex acetosella*) (**Image 1**). This portion of the property includes a house and its associated outbuildings, all abandoned.

¹ DNR Certified Listed Species Surveyor for the Eastern Broadleaf Forest Province



Image 1. The forested portion of the site.

The eastern portion of the survey area is a large open wetland dominated by hybrid cattail (*Typha × glauca*), lake sedge (*Carex lacustris*), and several willow species (*Salix* spp.) (Image 2).



Image 2. Cattail-dominated wetland feature.

Although this effort occurred outside of the normal survey window plants, one state-listed plant species, the blunt-lobed grapefern (*Sceptridium oneidense*), was located in the site's northern portion (Figure 3/Image 3/Table 1).



Figure 3. Blunt-lobed grapefern locations



Image 3. Blunt-lobed grapefern (*Sceptridium oneidense*)

Scientific Name	Status	State Conservation Rank	Habitat and Associate Species	Count
<i>Sceptridium oneidense</i>	Threatened	Imperiled (S2)	Observed growing at the edge of an open woodland. Associate species include <i>Achillea millefolium</i> , <i>Agrostis gigantea</i> , <i>Eurybia macrophylla</i> , <i>Hieracium aurantiacum</i> , <i>Quercus ellipsoidalis</i> , and <i>Solidago gigantea</i> .	2 Individuals

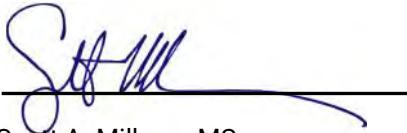
Conclusion

Surveys resulted in the detection of blunt-lobed grapefern, a state-threatened species. This identification has been confirmed by the DNR's State Botanist (Welby Smith). As mentioned in personal communication, additional surveys should be conducted during the appropriate survey window next year. Should the project proceed, we will provide you with a cost estimate for further surveys.

Please note that as part of the standard reporting process, we will submit the observation information pertaining to the blunt-lobed grapefern to the DNR's Natural Heritage Program.

In closing, please let us know if you have any questions, and we appreciate the opportunity to assist you with this project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. Milburn', is written over a horizontal line.

Scott A. Milburn, MS
Principal Botanist/Founder
Midwest Natural Resources, Inc.

ATTACHMENT A

SPECIES LIST

Species List		
<i>Acer negundo</i>	<i>Sceptridium oneidense</i>	
<i>Acer rubrum</i>	<i>Scirpus cyperinus</i>	
<i>Achillea millefolium</i>	<i>Scutellaria galericulata</i>	
<i>Athyrium filix-femina</i>	<i>Solidago altissima</i>	
<i>Bromus inermis</i>	<i>Solidago gigantea</i>	
<i>Calamagrostis canadensis</i>	<i>Solidago nemoralis</i>	
<i>Carex lacustris</i>	<i>Symphotrichum lateriflorum</i>	
<i>Carex stricta</i>	<i>Syringa vulgaris</i>	
<i>Cirsium arvense</i>	<i>Thelypteris palustris</i>	
<i>Cornus racemosa</i>	<i>Toxicodendron rydbergii</i>	
<i>Cornus sericea</i>	<i>Ulmus americana</i>	
<i>Danthonia spicata</i>	<i>Verbena hastata</i>	
<i>Desmodium canadense</i>	<i>Viburnum lentago</i>	
<i>Equisetum pratense</i>	<i>Vitis riparia</i>	
<i>Erechtites hieraciifolius</i>		
<i>Eurybia macrophylla</i>		
<i>Euthamia graminifolia</i>		
<i>Fragaria virginiana</i>		
<i>Frangula alnus</i>		
<i>Fraxinus pennsylvanica</i>		
<i>Galium boreale</i>		
<i>Hieracium aurantiacum</i>		
<i>Hieracium umbellatum</i>		
<i>Lotus corniculatus</i>		
<i>Lycopus uniflorus</i>		
<i>Maianthemum canadense</i>		
<i>Mentha arvensis</i>		
<i>Monarda fistulosa</i>		
<i>Onoclea sensibilis</i>		
<i>Persicaria sagittata</i>		
<i>Phalaris arundinacea</i>		
<i>Phleum pratense</i>		
<i>Pinus sylvestris</i>		
<i>Poa pratensis</i>		
<i>Populus deltoides</i>		
<i>Populus tremuloides</i>		
<i>Potentilla simplex</i>		
<i>Quercus alba</i>		
<i>Quercus ellipsoidalis</i>		
<i>Quercus macrocarpa</i>		
<i>Quercus rubra</i>		
<i>Rhamnus cathartica</i>		
<i>Rumex acetosella</i>		
<i>Salix amygdaloides</i>		
<i>Salix interior</i>		
<i>Salix petiolaris</i>		

Radisson Business Center, Blaine

Sequencing Application

APPENDIX F

FWS Species List



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Minnesota-Wisconsin Ecological Services Field Office
3815 American Blvd East
Bloomington, MN 55425-1659
Phone: (952) 858-0793

In Reply Refer To:
Project Code: 2024-0096415
Project Name: Larson's Estate

05/29/2024 12:59:31 UTC

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

This response has been generated by the Information, Planning, and Conservation (IPaC) system to provide information on natural resources that could be affected by your project. The U.S. Fish and Wildlife Service (Service) provides this response under the authority of the Endangered Species Act of 1973 (16 U.S.C. 1531-1543), the Bald and Golden Eagle Protection Act (16 U.S.C. 668-668d), the Migratory Bird Treaty Act (16 U.S.C. 703-712), and the Fish and Wildlife Coordination Act (16 U.S.C. 661 *et seq.*).

Threatened and Endangered Species

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and may be affected by your proposed project. The species list fulfills the requirement for obtaining a Technical Assistance Letter from the U.S. Fish and Wildlife Service under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. The Service recommends that verification be completed by visiting the IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the IPaC system by completing the same process used to receive the enclosed list.

Consultation Technical Assistance

Please refer to our [Section 7 website](#) for guidance and technical assistance, including [step-by-step instructions](#) for making effects determinations for each species that might be present and for specific guidance on the following types of projects: projects in developed areas, HUD, CDBG, EDA, USDA Rural Development projects, pipelines, buried utilities, telecommunications, and requests for a Conditional Letter of Map Revision (CLOMR) from FEMA.

We recommend running the project (if it qualifies) through our **Minnesota-Wisconsin Federal Endangered Species Determination Key (Minnesota-Wisconsin ("D-key"))**. A [demonstration video](#) showing how-to access and use the determination key is available. Please note that the Minnesota-Wisconsin D-key is the third option of 3 available d-keys. D-keys are tools to help Federal agencies and other project proponents determine if their proposed action has the potential to adversely affect federally listed species and designated critical habitat. The Minnesota-Wisconsin D-key includes a structured set of questions that assists a project proponent in determining whether a proposed project qualifies for a certain predetermined consultation outcome for all federally listed species found in Minnesota and Wisconsin (except for the northern long-eared bat- see below), which includes determinations of "no effect" or "may affect, not likely to adversely affect." In each case, the Service has compiled and analyzed the best available information on the species' biology and the impacts of certain activities to support these determinations.

If your completed d-key output letter shows a "No Effect" (NE) determination for all listed species, print your IPaC output letter for your files to document your compliance with the Endangered Species Act.

For Federal projects with a "Not Likely to Adversely Affect" (NLAA) determination, our concurrence becomes valid if you do not hear otherwise from us after a 30-day review period, as indicated in your letter.

If your d-key output letter indicates additional coordination with the Minnesota-Wisconsin Ecological Services Field Office is necessary (i.e., you get a "May Affect" determination), you will be provided additional guidance on contacting the Service to continue ESA coordination outside of the key; ESA compliance cannot be concluded using the key for "May Affect" determinations unless otherwise indicated in your output letter.

Note: Once you obtain your official species list, you are not required to continue in IPaC with d-keys, although in most cases these tools should expedite your review. If you choose to make an effects determination on your own, you may do so. If the project is a Federal Action, you may want to review our section 7 step-by-step instructions before making your determinations.

Using the IPaC Official Species List to Make No Effect and May Affect Determinations for Listed Species

1. If IPaC returns a result of "There are no listed species found within the vicinity of the project," then project proponents can conclude the proposed activities will have **no effect** on any federally listed species under Service jurisdiction. Concurrence from the Service is not required for **no effect** determinations. No further consultation or coordination is required. Attach this letter to the dated IPaC species list report for your records.
2. If IPaC returns one or more federally listed, proposed, or candidate species as potentially present in the action area of the proposed project – other than bats (see below) – then project proponents must determine if proposed activities will have **no effect** on or **may affect** those species. For assistance in determining if suitable habitat for listed, candidate, or proposed species occurs within your project area or if species may be affected by project activities, you can obtain [Life History Information for Listed and Candidate Species](#) on our office website. If no impacts will occur to a species on the IPaC species list (e.g., there is no habitat present in the project area), the appropriate determination is **no effect**. No further consultation or coordination is required. Attach this letter to the dated IPaC species list report for your records.

3. Should you determine that project activities **may affect** any federally listed, please contact our office for further coordination. Letters with requests for consultation or correspondence about your project should include the Consultation Tracking Number in the header. Electronic submission is preferred.

Northern Long-Eared Bats

Northern long-eared bats occur throughout Minnesota and Wisconsin and the information below may help in determining if your project may affect these species.

This species hibernates in caves or mines only during the winter. In Minnesota and Wisconsin, the hibernation season is considered to be November 15 to March 31. During the active season (April 1 to November 14) they roost in forest and woodland habitats. Suitable summer habitat for northern long-eared bats consists of a wide variety of forested/wooded habitats where they roost, forage, and travel and may also include some adjacent and interspersed non-forested habitats such as emergent wetlands and adjacent edges of agricultural fields, old fields and pastures. This includes forests and woodlots containing potential roosts (i.e., live trees and/or snags ≥ 3 inches dbh for northern long-eared bat that have exfoliating bark, cracks, crevices, and/or hollows), as well as linear features such as fencerows, riparian forests, and other wooded corridors. These wooded areas may be dense or loose aggregates of trees with variable amounts of canopy closure. Individual trees may be considered suitable habitat when they exhibit the characteristics of a potential roost tree and are located within 1,000 feet (305 meters) of forested/wooded habitat. Northern long-eared bats have also been observed roosting in human-made structures, such as buildings, barns, bridges, and bat houses; therefore, these structures should also be considered potential summer habitat and evaluated for use by bats. If your project will impact caves or mines or will involve clearing forest or woodland habitat containing suitable roosting habitat, northern long-eared bats could be affected.

Examples of unsuitable habitat include:

- Individual trees that are greater than 1,000 feet from forested or wooded areas,
- Trees found in highly developed urban areas (e.g., street trees, downtown areas),
- A pure stand of less than 3-inch dbh trees that are not mixed with larger trees, and
- A monoculture stand of shrubby vegetation with no potential roost trees.

If IPaC returns a result that northern long-eared bats are potentially present in the action area of the proposed project, project proponents can conclude the proposed activities **may affect** this species **IF** one or more of the following activities are proposed:

- Clearing or disturbing suitable roosting habitat, as defined above, at any time of year,
- Any activity in or near the entrance to a cave or mine,
- Mining, deep excavation, or underground work within 0.25 miles of a cave or mine,
- Construction of one or more wind turbines, or
- Demolition or reconstruction of human-made structures that are known to be used by bats based on observations of roosting bats, bats emerging at dusk, or guano deposits or stains.

If none of the above activities are proposed, project proponents can conclude the proposed activities will have **no effect** on the northern long-eared bat. Concurrence from the Service is not required for **No**

Effect determinations. No further consultation or coordination is required. Attach this letter to the dated IPaC species list report for your records.

If any of the above activities are proposed, and the northern long-eared bat appears on the user's species list, the federal project user will be directed to either the range-wide northern long-eared bat D-key or the Federal Highways Administration, Federal Railways Administration, and Federal Transit Administration Indiana bat/ Northern long-eared bat D-key, depending on the type of project and federal agency involvement. Similar to the Minnesota-Wisconsin D-key, these d-keys helps to determine if prohibited take might occur and, if not, will generate an automated verification letter. Additional information about available tools can be found on the Service's [northern long-eared bat website](#).

Whooping Crane

Whooping crane is designated as a non-essential experimental population in Wisconsin and consultation under Section 7(a)(2) of the Endangered Species Act is only required if project activities will occur within a National Wildlife Refuge or National Park. If project activities are proposed on lands outside of a National Wildlife Refuge or National Park, then you are not required to consult. For additional information on this designation and consultation requirements, please review "[Establishment of a Nonessential Experimental Population of Whooping Cranes in the Eastern United States](#)."

Other Trust Resources and Activities

Bald and Golden Eagles - Although the bald eagle has been removed from the endangered species list, this species and the golden eagle are protected by the Bald and Golden Eagle Act and the Migratory Bird Treaty Act. It is the responsibility of the project proponent to survey the area for any migratory bird nests. If there is an eagle nest on-site while work is on-going, eagles may be disturbed. We recommend avoiding and minimizing disturbance to eagles whenever practicable. If you cannot avoid eagle disturbance, you may seek a [permit](#). A [nest take permit](#) is always required for removal, relocation, or obstruction of an eagle nest. For communication and wind energy projects, please refer to additional guidelines below.

Migratory Birds - The Migratory Bird Treaty Act (MBTA) prohibits the taking, killing, possession, transportation, and importation of migratory birds, their eggs, parts, and nests, except when specifically authorized by the Service. The Service has the responsibility under the MBTA to proactively prevent the mortality of migratory birds whenever possible and we encourage implementation of [recommendations that minimize potential impacts to migratory birds](#). Such measures include clearing forested habitat outside the nesting season (generally March 1 to August 31) or conducting nest surveys prior to clearing to avoid injury to eggs or nestlings.

Communication Towers - Construction of new communications towers (including radio, television, cellular, and microwave) creates a potentially significant impact on migratory birds, especially some 350 species of night-migrating birds. However, the Service has developed [voluntary guidelines for minimizing impacts](#).

Transmission Lines - Migratory birds, especially large species with long wingspans, heavy bodies, and poor maneuverability can also collide with power lines. In addition, mortality can occur when birds, particularly hawks, eagles, kites, falcons, and owls, attempt to perch on uninsulated or unguarded power poles. To minimize these risks, please refer to [guidelines](#) developed by the Avian Power Line Interaction Committee and the Service. Implementation of these measures is especially important along sections of lines adjacent to

wetlands or other areas that support large numbers of raptors and migratory birds.

Wind Energy - To minimize impacts to migratory birds and bats, wind energy projects should follow the Service's [Wind Energy Guidelines](#). In addition, please refer to the Service's [Eagle Conservation Plan Guidance](#), which provides guidance for conserving bald and golden eagles in the course of siting, constructing, and operating wind energy facilities.

State Department of Natural Resources Coordination

While it is not required for your Federal section 7 consultation, please note that additional state endangered or threatened species may also have the potential to be impacted. Please contact the Minnesota or Wisconsin Department of Natural Resources for information on state listed species that may be present in your proposed project area.

Minnesota

[Minnesota Department of Natural Resources - Endangered Resources Review Homepage](#)

Email: Review.NHIS@state.mn.us

Wisconsin

[Wisconsin Department of Natural Resources - Endangered Resources Review Homepage](#)

Email: DNRRERReview@wi.gov

We appreciate your concern for threatened and endangered species. Please feel free to contact our office with questions or for additional information.

Attachment(s):

- Official Species List
- USFWS National Wildlife Refuges and Fish Hatcheries
- Bald & Golden Eagles
- Migratory Birds
- Wetlands

OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

Minnesota-Wisconsin Ecological Services Field Office

3815 American Blvd East

Bloomington, MN 55425-1659

(952) 858-0793

PROJECT SUMMARY

Project Code: 2024-0096415

Project Name: Larson's Estate

Project Type: Commercial Development

Project Description: Former single-family home lot/large-lot, located in now industrial part of city. Site will be developed to light industrial/warehouse use. The development will include the construction of one 60,000 sf building with employee/customer parking on the west and loading dock area on the east, and one stormwater treatment pond. Upland on the site was cleared in late 2023/early 2024. The project includes impact/fill within wet meadow and cattail type wetland areas.

Project Location:

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@45.1524151,-93.19075441515312,14z>



Counties: Anoka County, Minnesota

ENDANGERED SPECIES ACT SPECIES

There is a total of 6 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species. Note that 1 of these species should be considered only under certain conditions.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries¹, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

-
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

MAMMALS

NAME	STATUS
Northern Long-eared Bat <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. This species only needs to be considered under the following conditions: <ul style="list-style-type: none"> This species only needs to be considered if the project includes wind turbine operations. Species profile: https://ecos.fws.gov/ecp/species/9045	Endangered
Tricolored Bat <i>Perimyotis subflavus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/10515	Proposed Endangered

BIRDS

NAME	STATUS
Whooping Crane <i>Grus americana</i> Population: U.S.A. (AL, AR, CO, FL, GA, ID, IL, IN, IA, KY, LA, MI, MN, MS, MO, NC, NM, OH, SC, TN, UT, VA, WI, WV, western half of WY) No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/758	Experimental Population, Non- Essential

CLAMS

NAME	STATUS
Salamander Mussel <i>Simpsonaias ambigua</i> There is proposed critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/6208	Proposed Endangered

INSECTS

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9743	Candidate
Rusty Patched Bumble Bee <i>Bombus affinis</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9383 General project design guidelines: https://ipac.ecosphere.fws.gov/project/U2PDR35ZDFCNVJAILMIYCW3KNI/documents/generated/5967.pdf	Endangered

CRITICAL HABITATS

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

YOU ARE STILL REQUIRED TO DETERMINE IF YOUR PROJECT(S) MAY HAVE EFFECTS ON ALL ABOVE LISTED SPECIES.

USFWS NATIONAL WILDLIFE REFUGE LANDS AND FISH HATCHERIES

Any activity proposed on lands managed by the [National Wildlife Refuge](#) system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

THERE ARE NO REFUGE LANDS OR FISH HATCHERIES WITHIN YOUR PROJECT AREA.

BALD & GOLDEN EAGLES

Bald and golden eagles are protected under the Bald and Golden Eagle Protection Act¹ and the Migratory Bird Treaty Act².

Any person or organization who plans or conducts activities that may result in impacts to bald or golden eagles, or their habitats³, should follow appropriate regulations and consider implementing appropriate conservation measures, as described in the links below. Specifically, please review the ["Supplemental Information on Migratory Birds and Eagles"](#).

-
1. The [Bald and Golden Eagle Protection Act](#) of 1940.
 2. The [Migratory Birds Treaty Act](#) of 1918.
 3. 50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)

There are likely bald eagles present in your project area. For additional information on bald eagles, refer to [Bald Eagle Nesting and Sensitivity to Human Activity](#)

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, see the PROBABILITY OF PRESENCE SUMMARY below to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
Bald Eagle <i>Haliaeetus leucocephalus</i> This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities. https://ecos.fws.gov/ecp/species/1626	Breeds Dec 1 to Aug 31

PROBABILITY OF PRESENCE SUMMARY

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read "[Supplemental Information on Migratory Birds and Eagles](#)", specifically the FAQ section titled "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Green bars; the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during that week of the year.

Breeding Season (■)

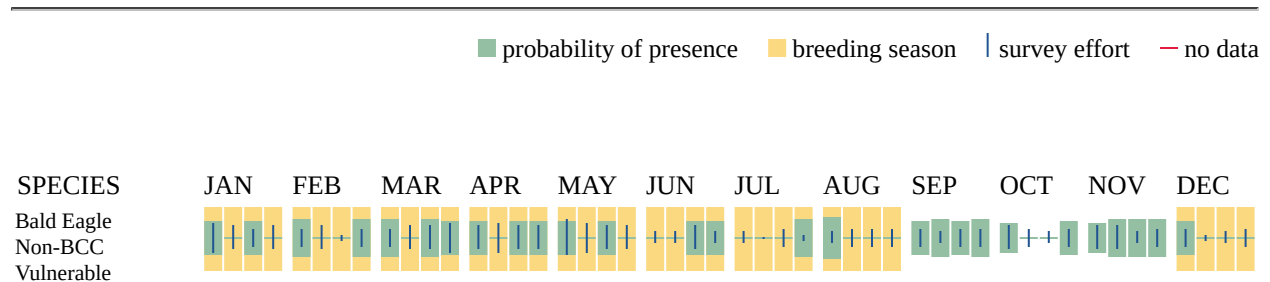
Yellow bars; liberal estimate of the timeframe inside which the bird breeds across its entire range.

Survey Effort (|)

Vertical black lines; the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps.

No Data (-)

A week is marked as having no data if there were no survey events for that week.



Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds <https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>
- Supplemental Information for Migratory Birds and Eagles in IPaC <https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

MIGRATORY BIRDS

Certain birds are protected under the Migratory Bird Treaty Act¹ and the Bald and Golden Eagle Protection Act².

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats³ should follow appropriate regulations and consider implementing appropriate conservation measures, as described in the links below. Specifically, please review the "[Supplemental Information on Migratory Birds and Eagles](#)".

1. The [Migratory Birds Treaty Act](#) of 1918.
2. The [Bald and Golden Eagle Protection Act](#) of 1940.
3. 50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, see the PROBABILITY OF PRESENCE SUMMARY below to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
Bald Eagle <i>Haliaeetus leucocephalus</i> This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities. https://ecos.fws.gov/ecp/species/1626	Breeds Dec 1 to Aug 31
Black Tern <i>Chlidonias niger surinamensis</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/3093	Breeds May 15 to Aug 20
Black-billed Cuckoo <i>Coccyzus erythrophthalmus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9399	Breeds May 15 to Oct 10
Bobolink <i>Dolichonyx oryzivorus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9454	Breeds May 20 to Jul 31
Canada Warbler <i>Cardellina canadensis</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9643	Breeds May 20 to Aug 10

NAME	BREEDING SEASON
<p>Chimney Swift <i>Chaetura pelagica</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/9406</p>	Breeds Mar 15 to Aug 25
<p>Golden-winged Warbler <i>Vermivora chrysoptera</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/8745</p>	Breeds May 1 to Jul 20
<p>Grasshopper Sparrow <i>Ammodramus savannarum perpallidus</i></p> <p>This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA</p> <p>https://ecos.fws.gov/ecp/species/8329</p>	Breeds Jun 1 to Aug 20
<p>Henslow's Sparrow <i>Centronyx henslowii</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/3941</p>	Breeds May 1 to Aug 31
<p>Lesser Yellowlegs <i>Tringa flavipes</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/9679</p>	Breeds elsewhere
<p>Long-eared Owl <i>asio otus</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/3631</p>	Breeds Mar 1 to Jul 15
<p>Pectoral Sandpiper <i>Calidris melanotos</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/9561</p>	Breeds elsewhere
<p>Red-headed Woodpecker <i>Melanerpes erythrocephalus</i></p> <p>This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p> <p>https://ecos.fws.gov/ecp/species/9398</p>	Breeds May 10 to Sep 10
<p>Ruddy Turnstone <i>Arenaria interpres morinella</i></p> <p>This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA</p> <p>https://ecos.fws.gov/ecp/species/10633</p>	Breeds elsewhere
<p>Rusty Blackbird <i>Euphagus carolinus</i></p> <p>This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA</p> <p>https://ecos.fws.gov/ecp/species/9478</p>	Breeds elsewhere

NAME	BREEDING SEASON
Semipalmated Sandpiper <i>Calidris pusilla</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/9603	Breeds elsewhere
Wood Thrush <i>Hylocichla mustelina</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9431	Breeds May 10 to Aug 31

PROBABILITY OF PRESENCE SUMMARY

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read "[Supplemental Information on Migratory Birds and Eagles](#)", specifically the FAQ section titled "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Green bars; the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during that week of the year.

Breeding Season (■)

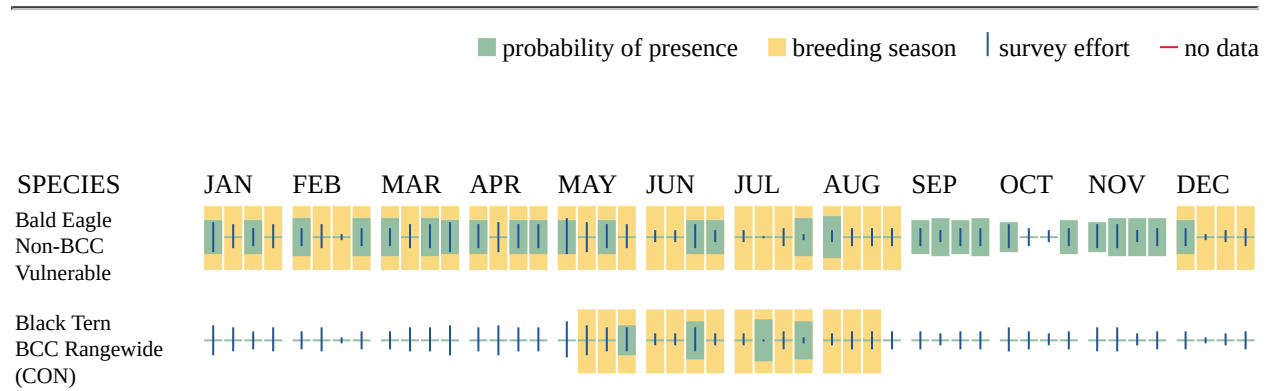
Yellow bars; liberal estimate of the timeframe inside which the bird breeds across its entire range.

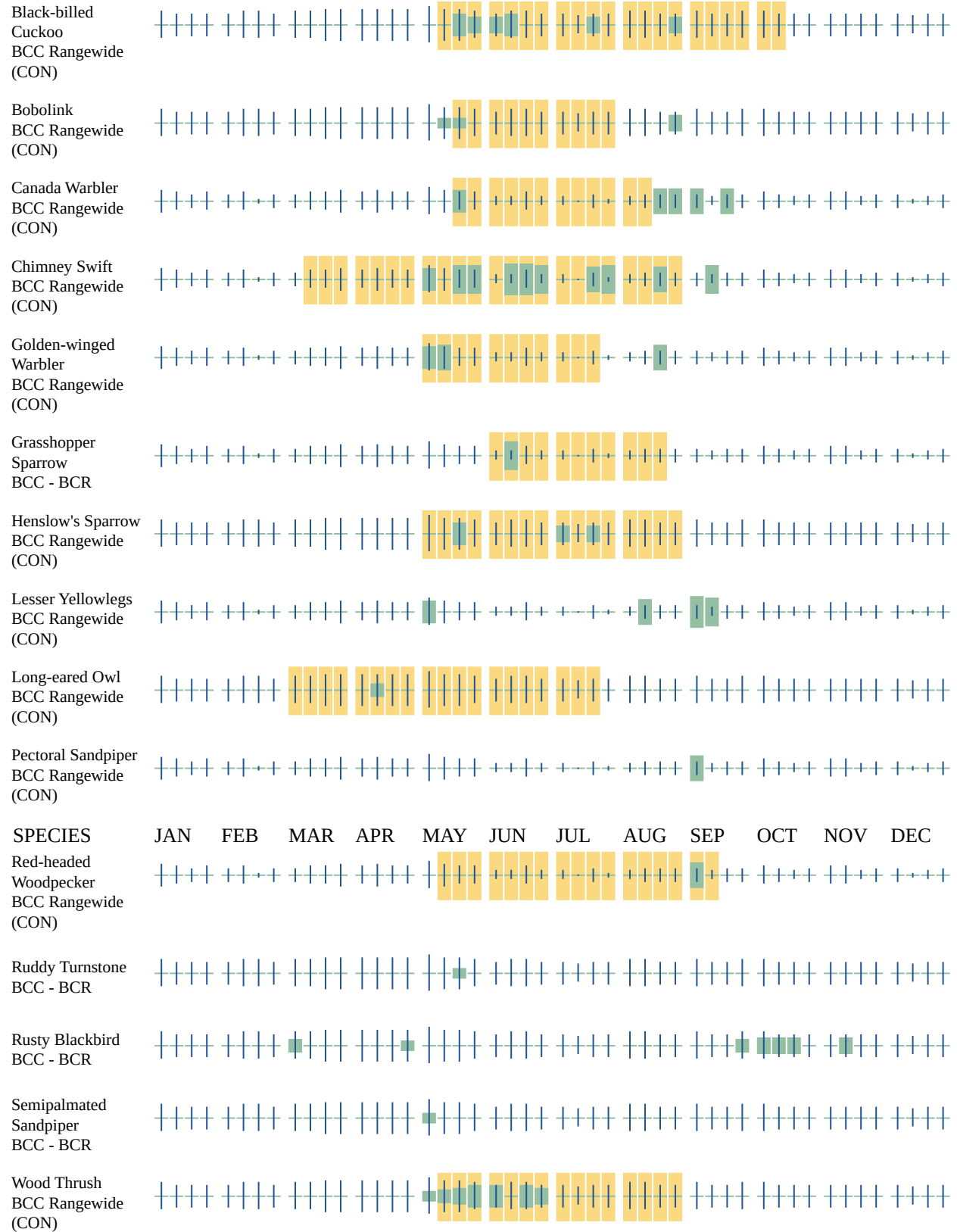
Survey Effort (|)

Vertical black lines; the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps.

No Data (—)

A week is marked as having no data if there were no survey events for that week.





Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds <https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>
- Supplemental Information for Migratory Birds and Eagles in IPaC <https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

WETLANDS

Impacts to [NWI wetlands](#) and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local [U.S. Army Corps of Engineers District](#).

Please note that the NWI data being shown may be out of date. We are currently working to update our NWI data set. We recommend you verify these results with a site visit to determine the actual extent of wetlands on site.

FRESHWATER EMERGENT WETLAND

- PEM1C

FRESHWATER FORESTED/SHRUB WETLAND

- PFO1/EM1C

FRESHWATER POND

- PUBH

IPAC USER CONTACT INFORMATION

Agency: Private Entity
Name: Melissa Barrett
Address: 2500 Shadywood Road
City: Orono
State: MN
Zip: 55331
Email: mlauter62@gmail.com
Phone: 9523883752

Radisson Business Center, Blaine

Sequencing Application

APPENDIX G

FWS NLEB Consistency/Verification Letter



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Minnesota-Wisconsin Ecological Services Field Office
3815 American Blvd East
Bloomington, MN 55425-1659
Phone: (952) 858-0793

In Reply Refer To:
Project code: 2024-0096415
Project Name: Larson's Estate

05/29/2024 13:04:58 UTC

Federal Nexus: no
Federal Action Agency (if applicable):

Subject: Technical assistance for 'Larson's Estate'

Dear Melissa Barrett:

This letter records your determination using the Information for Planning and Consultation (IPaC) system provided to the U.S. Fish and Wildlife Service (Service) on May 29, 2024, for 'Larson's Estate' (here forward, Project). This project has been assigned Project Code 2024-0096415 and all future correspondence should clearly reference this number. **Please carefully review this letter. Your Endangered Species Act (Act) requirements are not complete.**

Ensuring Accurate Determinations When Using IPaC

The Service developed the IPaC system and associated species' determination keys in accordance with the Endangered Species Act of 1973 (ESA; 87 Stat. 884, as amended; 16 U.S.C. 1531 et seq.) and based on a standing analysis. All information submitted by the Project proponent into IPaC must accurately represent the full scope and details of the Project.

Failure to accurately represent or implement the Project as detailed in IPaC or the Northern Long-eared Bat Rangewide Determination Key (Dkey), invalidates this letter. ***Answers to certain questions in the DKey commit the project proponent to implementation of conservation measures that must be followed for the ESA determination to remain valid.***

Determination for the Northern Long-Eared Bat

Based upon your IPaC submission and a standing analysis, your project is not reasonably certain to cause incidental take of the northern long-eared bat. Unless the Service advises you within 15 days of the date of this letter that your IPaC-assisted determination was incorrect, this letter verifies that the Action is not likely to result in unauthorized take of the northern long-eared bat.

Other Species and Critical Habitat that May be Present in the Action Area

The IPaC-assisted determination for the northern long-eared bat does not apply to the following ESA-protected species and/or critical habitat that also may occur in your Action area:

- Monarch Butterfly *Danaus plexippus* Candidate
- Rusty Patched Bumble Bee *Bombus affinis* Endangered
- Salamander Mussel *Simpsonaias ambigua* Proposed Endangered
- Tricolored Bat *Perimyotis subflavus* Proposed Endangered
- Whooping Crane *Grus americana* Experimental Population, Non-Essential

You may coordinate with our Office to determine whether the Action may cause prohibited take of the animal species and/or critical habitat listed above. Note that if a new species is listed that may be affected by the identified action before it is complete, additional review is recommended to ensure compliance with the Endangered Species Act.

Next Steps

Coordination with the Service is complete. This letter serves as technical assistance. All conservation measures should be implemented as proposed. Thank you for considering federally listed species during your project planning.

We are uncertain where the northern long-eared bat occurs on the landscape outside of known locations. Because of the steep declines in the species and vast amount of available and suitable forest habitat, the presence of suitable forest habitat alone is a far less reliable predictor of their presence. Based on the best available information, most suitable habitat is now expected to be unoccupied. During the interim period, while we are working on potential methods to address this uncertainty, we conclude take is not reasonably certain to occur in areas of suitable habitat where presence has not been documented.

If no changes occur with the Project or there are no updates on listed species, no further consultation/coordination for this project is required for the northern long-eared bat. However, the Service recommends that project proponents re-evaluate the Project in IPaC if: 1) the scope, timing, duration, or location of the Project changes (includes any project changes or amendments); 2) new information reveals the Project may impact (positively or negatively) federally listed species or designated critical habitat; or 3) a new species is listed, or critical habitat designated. If any of the above conditions occurs, additional coordination with the Service should take place before project implements any changes which are final or commits additional resources.

If you have any questions regarding this letter or need further assistance, please contact the Minnesota-Wisconsin Ecological Services Field Office and reference Project Code 2024-0096415 associated with this Project.

Action Description

You provided to IPaC the following name and description for the subject Action.

1. Name

Larson's Estate

2. Description

The following description was provided for the project 'Larson's Estate':

Former single-family home lot/large-lot, located in now industrial part of city. Site will be developed to light industrial/warehouse use. The development will include the construction of one 60,000 sf building with employee/customer parking on the west and loading dock area on the east, and one stormwater treatment pond. Upland on the site was cleared in late 2023/early 2024. The project includes impact/fill within wet meadow and cattail type wetland areas.

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@45.1524151,-93.19075441515312,14z>



DETERMINATION KEY RESULT

Based on the answers provided, the proposed Action is consistent with a determination of “may affect, but not likely to adversely affect” for the Endangered northern long-eared bat (*Myotis septentrionalis*).

QUALIFICATION INTERVIEW

1. Does the proposed project include, or is it reasonably certain to cause, intentional take of the northern long-eared bat or any other listed species?

Note: Intentional take is defined as take that is the intended result of a project. Intentional take could refer to research, direct species management, surveys, and/or studies that include intentional handling/encountering, harassment, collection, or capturing of any individual of a federally listed threatened, endangered or proposed species?

No

2. The action area does not overlap with an area for which U.S. Fish and Wildlife Service currently has data to support the presumption that the northern long-eared bat is present. Are you aware of other data that indicates that northern long-eared bats (NLEB) are likely to be present in the action area?

Bat occurrence data may include identification of NLEBs in hibernacula, capture of NLEBs, tracking of NLEBs to roost trees, or confirmed NLEB acoustic detections. Data on captures, roost tree use, and acoustic detections should post-date the year when white-nose syndrome was detected in the relevant state. With this question, we are looking for data that, for some reason, may have not yet been made available to U.S. Fish and Wildlife Service.

No

3. Does any component of the action involve construction or operation of wind turbines?

Note: For federal actions, answer ‘yes’ if the construction or operation of wind power facilities is either (1) part of the federal action or (2) would not occur but for a federal agency action (federal permit, funding, etc.).

No

4. Is the proposed action authorized, permitted, licensed, funded, or being carried out by a Federal agency in whole or in part?

No

PROJECT QUESTIONNAIRE

IPAC USER CONTACT INFORMATION

Agency: Private Entity
Name: Melissa Barrett
Address: 2500 Shadywood Road
City: Orono
State: MN
Zip: 55331
Email: mlauter62@gmail.com
Phone: 9523883752

Radisson Business Center, Blaine

Sequencing Application

APPENDIX H

NLEB Information

TOWNSHIPS CONTAINING DOCUMENTED NORTHERN LONG-EARED BAT (NLEB) MATERNITY ROOST TREES AND/OR HIBERNACULA ENTRANCES IN MINNESOTA

Minnesota DNR/U.S. Fish and Wildlife Service June 7, 2021

- The **federal 4(d) Rule for conserving the northern long-eared bat (*Myotis septentrionalis*; NLEB)** is administered by the U.S. Fish and Wildlife Service (FWS) and **may regulate tree removal or other activities if they are conducted:**
 - **within ¼ mile of an entrance to a known NLEB hibernaculum** (a cave, mine, or other feature in which NLEBs have been documented to overwinter)
 - **within 150 feet of a known NLEB maternity roost tree** (a tree in which a female NLEB has been documented to roost)
- **Learn more about NLEBs, NLEB conservation, the NLEB 4(d) Rule, and how you may be affected by this regulation on the FWS website at <http://www.fws.gov/midwest/endangered/mammals/nleb/4drule.html>.**
- On the FWS website, see especially the **“[Instructions for Northern Long-Eared Bat Online 4\(d\) Rule Determination Key](#)”**. Use the Online 4(d) Rule Determination Key to determine if your activity is regulated by the 4(d) Rule.
- **If your tree removal or other activity is within a township listed on the following pages, you can determine more precisely where in the township the 4(d) Rule restrictions apply** by requesting from the DNR a data printout or a data license to access additional details on the location of the feature within the township. Find more information on these options at <http://www.dnr.state.mn.us/nhnrp/nhis.html#datarequest>.
- As of June 7, 2021, there are 415 known NLEB maternity roost trees and 28 known entrances to NLEB hibernacula in Minnesota.
- These data are current as of June 7, 2021. An update of this information will be released annually on April 1.
- This document should not be used to determine the distribution of the NLEB in Minnesota, since NLEB surveys in Minnesota are incomplete, and not all known locations of the NLEB were included in preparing the list and map.
- A township that lies within more than one county is listed under every county in which the township lies.

For more information, contact:

Jill Utrup, Fish and Wildlife Biologist
U.S. Fish and Wildlife Service
Twin Cities Ecological Services Field Office
4101 American Blvd E., Bloomington, MN 55425
Jill_Utrup@fws.gov
952-252-0092, e•t. 207

Bridget Henning-Randa, Endangered Species Consultant
Minnesota Department of Natural Resources
Division of Ecological and Water Resources
500 Lafayette Rd., St. Paul, MN 55155
Bridget.Henning-Randa@state.mn.us
651-259-5073

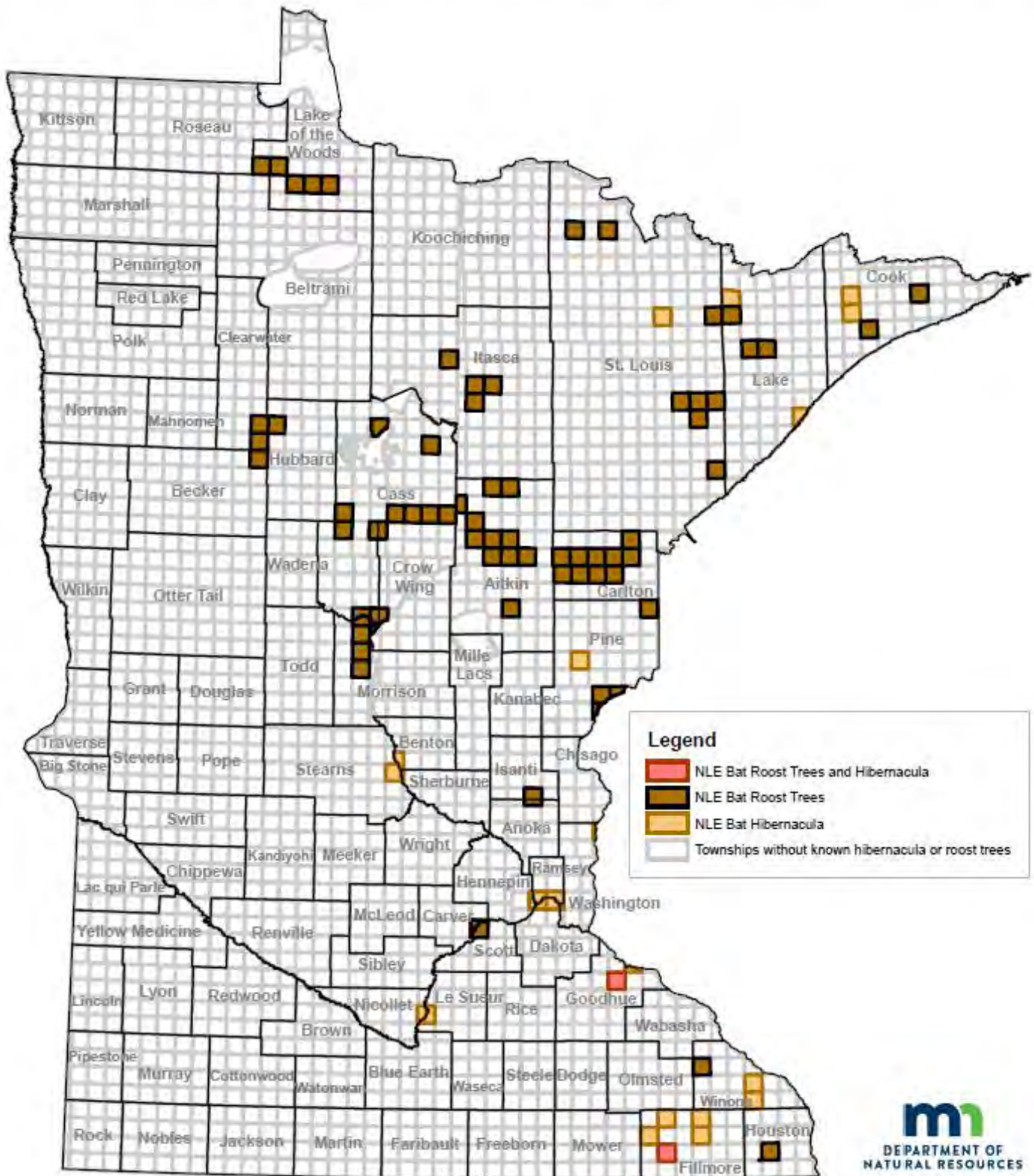
Townships containing documented northern long-eared bat (NLEB) maternity roost trees and/or hibernacula entrances in Minnesota.

County	PLSS Township	Civil Township Name(s) Found	Contains Hibernaculum	Contains Roost Tree
Aitkin	T45N R24W			•
Aitkin	T48N R23W	McGregor		•
Aitkin	T48N R24W	Jevne		•
Aitkin	T48N R25W	Fleming		•
Aitkin	T49N R24W	Workman		•
Aitkin	T49N R25W	Logan		•
Aitkin	T49N R26W	Waukenabo		•
Aitkin	T50N R26W			•
Aitkin	T51N R27W			•
Aitkin	T52N R24W			•
Aitkin	T52N R25W			•
Anoka	T34N R23W	Athens		•
Becker	T142N R36W	Savannah		•
Benton	T36N R31W	Sauk Rapids	•	
Carlton	T47N R18W	Barnum/Mahtowa		•
Carlton	T47N R19W	Skelton		•
Carlton	T47N R20W	Kalevala		•
Carlton	T47N R21W	Automba		•
Carlton	T48N R17W	Twin Lakes		•
Carlton	T48N R18W	Atkinson		•
Carlton	T48N R19W			•
Carlton	T48N R20W	Eagle		•
Carlton	T48N R21W	Lakeview		•
Carlton	T49N R17W			•
Carver	T115N R23W	Jackson/Louisville		•
Cass	T132N R29W	Scandia Valley		•
Cass	T133N R29W	Sylvan/Rosing		•
Cass	T133N R30W	Sylvan/Rosing		•
Cass	T138N R29W	Barclay/Gail Lake		•
Cass	T138N R31W	Bull Moose		•
Cass	T139N R25W	Beulah		•
Cass	T139N R26W	Crooked Lake		•
Cass	T139N R27W	Trelipe		•
Cass	T139N R28W	Blind Lake		•
Cass	T139N R31W	Deerfield		•
Cass	T143N R26W	Salem		•
Cass	T144N R29W	Otter Tail Peninsula		•
Clearwater	T143N R36W			•
Clearwater	T144N R36W	Itasca		•
Cook	T61N R3W	Lutsen		•
Cook	T62N R4W	Tofte	•	
Cook	T63N R1E			•
Cook	T63N R4W		•	
Crow Wing	T133N R29W	Sylvan/Rosing		•
Crow Wing	T138N R29W	Barclay/Gail Lake		•

County	PLSS Township	Civil Township Name(s) Found	Contains Hibernaculum	Contains Roost Tree
Dakota	T28N R22W		•	
Dakota	T28N R23W		•	
Fillmore	T102N R12W	Forestville	•	•
Fillmore	T103N R10W	Carrolton	•	
Fillmore	T103N R13W	Spring Valley	•	
Fillmore	T104N R10W	Pilot Mound	•	
Fillmore	T104N R12W	Jordan	•	
Fillmore	T105N R7W	Wiscoy	•	
Goodhue	T112N R15W	Featherstone	•	•
Goodhue	T113N R14W	Wacouta	•	
Hennepin	T28N R23W		•	
Houston	T102N R6W	Caledonia		•
Hubbard	T144N R35W	Lake Hattie		•
Isanti	T34N R23W	Athens		•
Itasca	T148N R25W	Lake Jessie		•
Itasca	T57N R26W			•
Itasca	T58N R25W	Balsam		•
Itasca	T58N R26W			•
Lake	T56N R7W	Beaver Bay	•	
Lake	T60N R10W	Stony River		•
Lake	T60N R9W	Stony River		•
Lake	T62N R11W	Fall Lake		•
Lake	T63N R11W	Fall Lake	•	
Lake of the Woods	T158N R32W			•
Lake of the Woods	T158N R33W			•
Lake of the Woods	T158N R34W			•
Lake of the Woods	T159N R35W			•
Lake of the Woods	T159N R36W			•
Le Sueur	T110N R26W	Kasota/Oshawa/Traverse	•	
Morrison	T130N R30W	Darling		•
Morrison	T131N R30W	Cushing		•
Morrison	T132N R29W	Scandia Valley		•
Morrison	T132N R30W	Scandia Valley		•
Morrison	T133N R29W	Sylvan/Rosing		•
Morrison	T133N R30W	Sylvan/Rosing		•
Nicollet	T110N R26W	Kasota/Oshawa/Traverse	•	
Pine	T39N R19W	Chengwatana		•
Pine	T40N R18W	Crosby		•
Pine	T40N R19W	Crosby/Munch		•
Pine	T42N R20W	Dell Grove/Sandstone	•	
Pine	T45N R16W	Nickerson		•
Ramsey	T28N R22W		•	
Ramsey	T28N R23W		•	
Scott	T115N R23W	Jackson/Louisville		•
Sherburne	T35N R31W		•	
Stearns	T124N R28W		•	
St. Louis	T53N R12W	Alden		•
St. Louis	T56N R13W	Fairbanks		•
St. Louis	T57N R12W	Bassett		•

County	PLSS Township	Civil Township Name(s) Found	Contains Hibernaculum	Contains Roost Tree
St. Louis	T57N R13W	Bassett		•
St. Louis	T57N R14W			•
St. Louis	T62N R12W	Morse		•
St. Louis	T62N R15W	Breitung	•	
St. Louis	T67N R18W			•
St. Louis	T67N R20W			•
Washington	T28N R22W		•	
Washington	T32N R19W		•	
Winona	T106N R7W	Wilson	•	
Winona	T107N R10W	Elba		•

TOWNSHIPS CONTAINING DOCUMENTED NORTHERN LONG-EARED BAT MATERNITY ROOST TREES AND/OR HIBERNACULA ENTRANCES



Radisson Business Center, Blaine

Sequencing Application

APPENDIX I

FWS ESA Consistency/Verification Letter



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Minnesota-Wisconsin Ecological Services Field Office
3815 American Blvd East
Bloomington, MN 55425-1659
Phone: (952) 858-0793

In Reply Refer To:
Project code: 2024-0096415
Project Name: Larson's Estate

06/03/2024 15:42:48 UTC

Subject: Consistency letter for 'Larson's Estate' for specified threatened and endangered species that may occur in your proposed project location consistent with the Minnesota-Wisconsin Endangered Species Determination Key (Minnesota-Wisconsin DKey).

Dear Melissa Barrett:

The U.S. Fish and Wildlife Service (Service) received on **June 03, 2024** your effect determination(s) for the 'Larson's Estate' (Action) using the Minnesota-Wisconsin DKey within the Information for Planning and Consultation (IPaC) system. You have submitted this key to satisfy requirements under Section 7(a)(2). The Service developed this system in accordance with the Endangered Species Act of 1973 (ESA) (87 Stat. 884, as amended; 16 U.S.C 1531 et seq.).

Based on your answers and the assistance of the Service's Minnesota-Wisconsin DKey, you made the following effect determination(s) for the proposed Action:

Species	Listing Status	Determination
Monarch Butterfly (<i>Danaus plexippus</i>)	Candidate	No effect
Rusty Patched Bumble Bee (<i>Bombus affinis</i>)	Endangered	NLAA
Salamander Mussel (<i>Simpsonaias ambigua</i>)	Proposed	No effect
	Endangered	
Tricolored Bat (<i>Perimyotis subflavus</i>)	Proposed	NLAA
	Endangered	
Whooping Crane (<i>Grus americana</i>)	Experimental	No effect
	Population, Non-Essential	

Determination Information

Thank you for informing the Service of your "NLAA" determination(s). No further coordination is necessary for the species you determined may be affected, but not likely to be adversely affected, by the Action.

Additional Information

Sufficient project details: Please provide sufficient project details on your project homepage in IPaC (Define Project, Project Description) to support your conclusions. Failure to disclose important aspects of your project that would influence the outcome of your effects determinations may negate your determinations and invalidate this letter. If you have site-specific information that leads you to believe a different determination is more appropriate for your project than what the Dkey concludes, you can and should proceed based on the best available information.

Future project changes: The Service recommends that you contact the Minnesota-Wisconsin Ecological Services Field Office or re-evaluate the project in IPaC if: 1) the scope or location of the proposed Action is changed; 2) new information reveals that the action may affect listed species or designated critical habitat in a manner or to an extent not previously considered; 3) the Action is modified in a manner that causes effects to listed species or designated critical habitat; or 4) a new species is listed or critical habitat designated. If any of the above conditions occurs, additional consultation with the Service should take place before project changes are final or resources committed.

Species-specific information

Bald and Golden Eagles: Bald eagles, golden eagles, and their nests are protected under the Bald and Golden Eagle Protection Act (54 Stat. 250, as amended, 16 U.S.C. 668a-d) (Eagle Act). The Eagle Act prohibits, except when authorized by an Eagle Act permit, the “taking” of bald and golden eagles and defines “take” as “pursue, shoot, shoot at, poison, wound, kill, capture, trap, collect, molest or disturb.” The Eagle Act’s implementing regulations define disturb as “... to agitate or bother a bald or golden eagle to a degree that causes, or is likely to cause, based on the best scientific information available, (1) injury to an eagle, (2) a decrease in its productivity, by substantially interfering with normal breeding, feeding, or sheltering behavior, or (3) nest abandonment, by substantially interfering with normal breeding, feeding, or sheltering behavior.”

The following species and/or critical habitats may also occur in your project area and **are not** covered by this conclusion:

- Northern Long-eared Bat *Myotis septentrionalis* Endangered

Coordination with the Service is not complete if additional coordination is advised above for any species.

Action Description

You provided to IPaC the following name and description for the subject Action.

1. Name

Larson's Estate

2. Description

The following description was provided for the project 'Larson's Estate':

Former single-family home lot/large-lot, located in now industrial part of city. Site will be developed to light industrial/warehouse use. The development will include the construction of one 60,000 sf building with employee/customer parking on the west and loading dock area on the east, and one stormwater treatment pond. Upland on the site was cleared/reclaimed in late 2023/early 2024. The project includes impact/fill within wet meadow and cattail type wetland areas. Except for ~6140 sf of remaining undisturbed upland, no nesting habitat for RPBB present/ upland is recently reclaimed/cleared. No overwintering habitat for RPBB - no undisturbed woodland/upland, remaining land is wetland. No foraging habitat for RPBB - land with vegetation is wetland which is dominated by non-native/ invasive species.

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@45.1524151,-93.19075441515312,14z>



QUALIFICATION INTERVIEW

1. This determination key is intended to assist the user in evaluating the effects of their actions on Federally listed species in Minnesota and Wisconsin. It does not cover other prohibited activities under the Endangered Species Act (e.g., for wildlife: import/export, Interstate or foreign commerce, possession of illegally taken wildlife, etc.; for plants: import/export, reduce to possession, malicious destruction on Federal lands, commercial sale, etc.) or other statutes. Additionally, this key DOES NOT cover wind development, purposeful take (e.g., for research or surveys), communication towers that have guy wires or are over 450 feet in height, aerial or other large-scale application of any chemical (such as insecticide or herbicide), and approval of long-term permits or plans (e.g., FERC licenses, HCP's).

Click **YES** to acknowledge that you must consider other prohibitions of the ESA or other statutes outside of this determination key.

Yes

2. Is the action being funded, authorized, or carried out by a Federal agency?

No

3. Are you the Federal agency or designated non-federal representative?

Yes

4. Does the action involve the installation or operation of wind turbines?

No

5. Does the action involve purposeful take of a listed animal?

No

6. Does the action involve a new communications tower?

No

7. Does the activity involve aerial or other large-scale application of ANY chemical, including pesticides (insecticide, herbicide, fungicide, rodenticide, etc.)?

No

8. Will your action permanently affect local hydrology?

No

9. Will your action temporarily affect local hydrology?

No

10. Will your project have any direct impacts to a stream or river (e.g., Horizontal Directional Drilling (HDD), hydrostatic testing, stream/road crossings, new stormwater outfall discharge, dams, other in-stream work, etc.)?

No

11. Does your project have the potential to impact the riparian zone or indirectly impact a stream/river (e.g., cut and fill; horizontal directional drilling; construction; vegetation removal; pesticide or fertilizer application; discharge; runoff of sediment or pollutants; increase in erosion, etc.)?

Note: Consider all potential effects of the action, including those that may happen later in time and outside and downstream of the immediate area involved in the action.

Endangered Species Act regulation defines "effects of the action" to include all consequences to listed species or critical habitat that are caused by the proposed action, including the consequences of other activities that are caused by the proposed action. A consequence is caused by the proposed action if it would not occur but for the proposed action and it is reasonably certain to occur. Effects of the action may occur later in time and may include consequences occurring outside the immediate area involved in the action. (50 CFR 402.02).

No

12. Will your action disturb the ground or existing vegetation?

Note: This includes any off-road vehicle access, soil compaction (enough to collapse a rodent burrow), digging, seismic survey, directional drilling, heavy equipment, grading, trenching, placement of fill, pesticide application (herbicide, fungicide), vegetation management (including removal or maintenance using equipment or prescribed fire), cultivation, development, etc.

Yes

13. Will your action include spraying insecticides?

No

14. Does your action area occur entirely within an already developed area?

Note: Already developed areas are already paved, covered by existing structures, manicured lawns, industrial sites, or cultivated cropland, AND do not contain trees that could be roosting habitat. Be aware that listed species may occur in areas with natural, or semi-natural, vegetation immediately adjacent to existing utilities (e.g. roadways, railways) or within utility rights-of-way such as overhead transmission line corridors, and can utilize suitable trees, bridges, or culverts for roosting even in urban dominated landscapes (so these are not considered "already developed areas" for the purposes of this question). If unsure, select NO..

No

15. [Semantic] Does the project intersect the Salamander mussel AOI?

Automatically answered

Yes

16. Does the action include – or is it reasonably certain to result in – construction of one or more new roads or rail lines; the addition of travel lanes that are likely to increase vehicle traffic on one or more existing roads; or other structures or activities that will increase vehicle traffic?

No

17. Does the action include – or is it reasonably certain to cause – the use of commercial/ managed bees (e.g., the use of honeybees or managed bumble bees to pollinate crops).

No

18. Is there habitat for nesting, foraging, and/or overwintering for the rusty patched bumble bee in the action area?

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

Yes

19. Have survey(s) for rusty patched bumble bees been conducted according to Service-approved protocols?

Note: Please refer to survey guidelines at: <https://www.fws.gov/media/survey-protocols-rusty-patched-bumble-bee>

No

20. Does the action include collection of seed from native species?

No

21. Does the action include, or will it cause the application of insecticides or fungicides; activities to control native rodent species; or planting or seeding of non-native plant species that are likely to degrade the quality of existing rusty patched bumble bee foraging habitat by decreasing the abundance or diversity of native rusty patched bumble bee forage species?

No

22. Will the action include or cause herbicide use?

No

23. Will the action cause ground disturbance that affects more than 0.25 acre (0.1 hectare) of rusty patched bumble bee nesting habitat (upland grasslands, shrublands, and forest and woodland edges that contain native sources of pollen and nectar) in a High Potential Zone during the nesting season?

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

No

24. Will the action cause ground disturbance that affects more than 0.25 acre (0.1 hectare) of rusty patched bumble bee overwintering habitat (forest or woodland that contains native plants that provide pollen and nectar) in a High Potential Zone during the overwintering period?

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

No

25. Will the action cause effects to vegetation in rusty patched bumble bee habitat during the nesting period?

Effects could occur as a result of mowing, cutting, grazing, prescribed fire, tree removal, spot-application of herbicide, tree clearing, and/or other activities.

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

Yes

26. Will the action cause effects during the nesting period to 2.0 acres (0.8 ha) or more of foraging habitat? This excludes effects to vegetation in newly planted habitats if they occur before the beginning of the third growing season after the initial seeding.

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

No

27. Does the action include the use of prescribed fire during the overwintering period that will affect any rusty patched bumble bee habitat that contains trees?

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

No

28. Will the action result in the permanent removal or conversion of any existing rusty patched bumble bee habitat at any time of the year?

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

Yes

29. Will the action result in the permanent removal or conversion of more than 2.0 acres (0.8 ha) of rusty patched bumble bee habitat at any time of the year?

Note: Please refer to the ESA Section 7(a)(2) Voluntary Implementation Guidance for Rusty Patched Bumble Bee at: <https://www.fws.gov/media/esa-section-7a2-voluntary-implementation-guidance-rusty-patched-bumble-bee>.

No

30. [Hidden Semantic] Does the action area intersect the monarch butterfly species list area?

Automatically answered

Yes

31. Under the ESA, monarchs remain warranted but precluded by listing actions of higher priority. The monarch is a candidate for listing at this time. The Endangered Species Act does not establish protections or consultation requirements for candidate species. Some Federal and State agencies may have policy requirements to consider candidate species in planning. We encourage implementing measures that will remove or reduce threats to these species and possibly make listing unnecessary.

If your project will have no effect on monarch butterflies (for example, if your project won't affect their habitat or individuals), then you can make a "no effect" determination for this project.

Are you making a "no effect" determination for monarch?

Yes

32. [Hidden semantic] Does the action intersect the Tricolored bat species list area?

Automatically answered

Yes

33. The tricolored bat was proposed for listing as endangered on September 13, 2022. During winter, tricolored bats hibernate in caves, abandoned mines, and abandoned tunnels ranging from small to large in size. During spring, summer and fall months, they roost primarily among leaf clusters of live or recently dead deciduous/hardwood trees.

What effect determination do you want to make for the tricolored bat (Only make a "may affect" determination if you think the project is likely to jeopardize the continued existence of the species)?

2. *"May affect – not likely to adversely affect"*

IPAC USER CONTACT INFORMATION

Agency: Private Entity
Name: Melissa Barrett
Address: 2500 Shadywood Road
City: Orono
State: MN
Zip: 55331
Email: mlauter62@gmail.com
Phone: 9523883752

From: [Melissa Barrett](mailto:Melissa_Barrett@kjolhaugenv.com)
To: [Patrick Hughes](mailto:Patrick_Hughes@ricecreek.org); becky_wozney@anokaswcd.org; [Ben Meyer](mailto:Ben_Meyer@state.mn.us) (Ben_Meyer@state.mn.us); [Kelsey White](mailto:Kelsey_White@ricecreek.org); [Coungeris, Samantha S CIV USARMY CEMVP \(USA\)](mailto:Coungeris_Samantha_S_CIV_USARMY_CEMVP_USA)
Cc: [Joseph Radach](mailto:Joseph_Radach@contourcd.com); [Luke Appert/USA](mailto:Luke_Appert@usa.army.mil)
Subject: FW: TEP comments on Radisson Business Center (RCWD #24-040) (MVP-2024-00630-SSC)
Date: Wednesday, September 4, 2024 9:37:53 AM
Attachments: [image001.png](#)
[image002.png](#)

Patrick,
Please see responses to comments below. Development plans (architect drawing, etc.) are being prepared for submittal to the city. The plans need to be finalized by mid-September, so we would like to meet with the TEP as far ahead of that deadline as possible to discuss any further questions.

Thank you.

Melissa Lauterbach-Barrett

Kjolhaug Environmental Services
2500 Shadywood Road, Orono MN 55331
Cell: 952-388-3752

From: Patrick Hughes <PHughes@ricecreek.org>
Sent: Thursday, August 22, 2024 4:44 PM
To: Melissa Barrett <melissa@kjolhaugenv.com>; becky_wozney@anokaswcd.org; Ben Meyer (Ben_Meyer@state.mn.us) <ben_meyer@state.mn.us>; [Kelsey White](mailto:Kelsey_White@ricecreek.org) <kwhite@ricecreek.org>
Cc: [Joseph Radach](mailto:Joseph_Radach@contourcd.com) <jradach@contourcd.com>; [Luke Appert/USA](mailto:Luke_Appert@usa.army.mil) <Luke_Appert@usa.army.mil>; [Coungeris, Samantha S CIV USARMY CEMVP \(USA\)](mailto:Coungeris_Samantha_S_CIV_USARMY_CEMVP_USA) <Samantha.S.Coungeris@usace.army.mil>
Subject: RE: TEP comments on Radisson Business Center (RCWD #24-040) (MVP-2024-00630-SSC)

Good Afternoon Melissa,

Thank you for the detailed response to comments and the re-assessment of the tenant's building size needs and associated wetland impact. RCWD and the TEP aren't seeking the exact businesses that are hoping to utilize the building space, but it is helpful to understand the intended use to assess the purpose and need of the project. After review, we are still finding that the application does not demonstrate compliance with rule. Below is a list of remaining comments from the TEP.

- The TEP still finds that the building and associated parking/drives/etc. does not sufficiently avoid and minimize wetland impact.
 - If the tenants are looking to have both a warehouse and retail space, can the retail space be provided on a second story of the building to reduce the footprint?

Retail above warehouse is not a desirable or sustainable option. Retail space is almost always on the ground level so patrons can enter the retail space directly without having to enter a corridor and walk-up stairs or take an elevator. Additionally, mezzanine space in these office/warehouse buildings is not financially viable as evidenced by the lack of mezzanine in any of the surrounding office/warehouse buildings. A second level on this building is not viable.
 - Again we don't need to know the actual businesses, but it would seem that the amount of loading docks would be unnecessary for the intended use. As quick examples that I am aware of, Lettermen Sports in Blaine is an approximately 16,000 ft² building and has one truck bay and Dick's Sporting Goods in Coon Rapids is approximately 50,000 ft² and also has one truck bay. Anecdotally, auto body shops have vehicle bays but not loading docks. If the building design is tailored specific to the specific intended tenants, would its layout change?

The building is being designed specifically for the tenants. The apparel company will be designing, receiving, warehousing, and distributing their merchandise from this location. They require a full truck court for their operation. The auto body user will utilize the building as a warehouse for the products they use, and the warehouse will have drive-in doors and will use the loading dock area to park vehicles as they are waiting to be worked on.
 - It is understandable that this would be a desirable location for a sports apparel company being in close proximity to the National Sports Center and TPC. Can the building be designed for the sports apparel company only and the auto body portion be completed elsewhere? A google search identifies that there are 11 auto body shops within a 2-mile radius from this location. RCWD and the TEP do not dictate land use but that lessens the perceived need.

The applicant does not own other land in the area that meets the requirements of the pre-leased tenants. Furthermore, this auto company has determined that there is a need/demand for their specific type of business in this area. Not every autobody shop provides the same services, just as not every restaurant serves the same food.
- The TEP is still of the opinion that development of the property should largely accommodate the existing plat and drainage & utility easement. There would be greater support for a design that "squares off" the existing wetland into a developable shape (and has lesser impact).

The applicant is obligated by their letters of intent to provide the required space to the tenants. It is not possible to build this project within the previously platted non-easement areas. We can include a retaining wall along the perimeter of the curb along the wetland impact areas. This would reduce the wetland impact to approximately 0.78 acres.
- Can the entire development be shifted further northwest? I recognize that the NW corner of the property is a challenging shape, but there is a bit of upland that is not being utilized. If there are setbacks or otherwise set by the City of Blaine, can the applicant have these requirements lessened? Sequencing 8420.0520 Subpart 3.C.(3)(d) discusses efforts by the applicant to accommodate or remove constraints on alternatives imposed by zoning standards or infrastructure, including requests for conditional use permits, variances, or planned unit developments.

st

Due to the proximity of the north building corner to 101 Avenue, it is not possible to shift the building northwest and still maintain the required drive-in door in the north corner of the building. The access location to the site prohibits repositioning of the site. The City of Blaine staff is not in support of a variance for setback to Radisson Road NW as that is a heavily trafficked roadway. It is our opinion that the building has been placed in the best possible location to minimize wetland impacts.

If it would be helpful to meet and discuss, we'd be happy to facilitate a meeting.

Thanks

Patrick Hughes
Regulatory Manager
Rice Creek Watershed District
4325 Pheasant Ridge Dr. NE, #611
Blaine, MN 55449-4539
Ph: 763-398-3080
phughes@ricecreek.org



[Please consider following the RCWD on Facebook.](#)

From: Melissa Barrett <melissa@kjolhaugenv.com>
Sent: Tuesday, August 20, 2024 12:33 PM
To: Patrick Hughes <PHughes@ricecreek.org>; becky.wozney@anokaswcd.org; Ben Meyer (Ben.Meyer@state.mn.us) <ben.meyer@state.mn.us>; Kelsey White <kwhite@ricecreek.org>
Cc: Joseph Radach <jradach@contourcd.com>; Luke Appert/USA <Luke.Appert@cushwake.com>; Coungeris, Samantha S CIV USARMY CEMVP (USA) <Samantha.S.Coungeris@usace.army.mil>
Subject: RE: TEP comments on Radisson Business Center (RCWD #24-040) (MVP-2024-00630-SSC)

Patrick/Samantha,

This email is to let the TEP and USACE know that we are securing credits with bank 1762 (Butterfly Marsh) for mitigation for this project. We have reserved half of the credits from the wet meadow subgroup, and half of the credits from the shallow marsh subgroup – which corresponds with the type of wetland proposed for impact.

Has the TEP or USACE had a chance to review/discuss the response to comments provided on 8-7-24? Please let me know of any more questions.

Thank you.

Melissa Lauterbach-Barrett
Kjolhaug Environmental Services
2500 Shadywood Road, Orono MN 55331
Cell: 952-388-3752

From: Melissa Barrett
Sent: Wednesday, August 7, 2024 1:42 PM
To: Patrick Hughes <PHughes@ricecreek.org>; becky.wozney@anokaswcd.org; Ben Meyer (Ben.Meyer@state.mn.us) <ben.meyer@state.mn.us>; Kelsey White <kwhite@ricecreek.org>
Cc: Joseph Radach <jradach@contourcd.com>; Luke Appert/USA <Luke.Appert@cushwake.com>
Subject: FW: TEP comments on Radisson Business Center (RCWD #24-040) (MVP-2024-00630-SSC)

All,

Please see responses to TEP comment in red below. Tenants have been pre-leased for this project. Prospective tenants are not usually specifically identified because business operations can be disrupted. Until the project has a set date where the tenants know they will be moving, this information is usually kept private. Understanding this, the following info regarding the pre-leased tenants for this project is provide by the developer/applicant.

Regarding comments related to why this location and not others, I offer the following:

1. The tenant that is leasing the north 40,500 sf is a sports apparel company that will have a retail shop at the northwest corner of the building. They require frontage on a busy street near the National Sports Center and the TPC golf course. There is no scenario where this tenant would go to a building in Columbus, WBT, or any of the other properties suggested below.
2. The tenant that is leasing the south 20,250 sf is an auto body shop. They require frontage on a busy street and are particularly interested in the Blaine market.
3. Both tenants are quasi retail and would not consider buildings off the beaten path.

Regarding the site design comments:

4. The 35W Logistics project is serving a different market than this building. Capital Partners will only lease to tenants that are at least 50,000 sf or greater, and therefore needs to construct buildings that are at least 100,000 sf. Capital Partners tenants are more distribution/warehouse oriented whereas the Radisson Business Center is designed to serve smaller tenants that cross over between industrial and retail.
5. The typical minimum truck court depth is 120', but if space allows, 130' is preferred. Radisson Business Center is designed with a 120' truck court, as was 35W Logistics.

Thank you.

Melissa Lauterbach-Barrett

Kjolhaug Environmental Services
2500 Shadywood Road, Orono MN 55331
Cell: 952-388-3752

From: Patrick Hughes <PHughes@ricecreek.org>

Sent: Wednesday, July 17, 2024 4:14 PM

To: Melissa Barrett <melissa@kjolhaugenv.com>

Cc: Joseph Radach <jradach@contourcd.com>; becky.wozney@anokaswcd.org; Meyer, Ben (BWSR) <Ben.Meyer@state.mn.us>; Kelsey White <kwhite@ricecreek.org>

Subject: TEP comments on Radisson Business Center (RCWD #24-040)

Good Afternoon Melissa,

RCWD discussed the Radison Business Center sequencing application with the TEP. Please provide a response to the following comments.

- In the application it is identified that the site size needs to be at least 7 acres to accommodate the scope of the project. The selected property was part of a 2005 2-lot subdivision called Larson's Estates. The southern lot developed without wetland impact and a drainage & utility easement was established over the undeveloped northern lot. The remaining portion of the lot not encumbered by easement is up to 4 acres. The TEP's argument is that this site therefore shouldn't qualify as a minimum 7-acre lot. Yes, I see that a dog boarding business is located on the parcel to the south, and I can see how that business (although not what we normally think of as industrial use) was able to avoid wetland impacts. I am not sure what the parcels were zoned for in 2005 or what land values were at that time. Currently, the subject parcel is zoned light industrial and that is the proposed project for the site. 7 acres represents a reduced footprint light industrial project that still is desirable by certain end users (far fewer end users, but there are some). Due to current land costs in this area, upland will be utilized as efficiently as possible, and a single business would not support development of the site.
- Please provide further explanation on the minimum site design requirements. There was a similar discussion for the 35W Logistics Center site (RCWD #23-032). I recognize that each project and site is unique and it is challenging to compare the two, but both were for light industrial development. In that application it was identified that a minimum standard office/warehouse building is 100,000 ft² and that a preferred building depth is 260 feet. In this application, the proposed building is 60,000 ft² and it is identified that a standard truck court is 130 feet. Are these differences due to the anticipated end user? See developer comment #4 above. Although some of the same people as the 35W project are involved in this project, this is not a Capital Partners project. It is following the same model, but on a different scale for a different market/client. The proposed building size meets the need of the pre-leased end users for the site. If there was more upland on the site where a 100,000 sf building could be constructed, it would likely be proposed By Capital Partners and not this applicant (for different users) as there is a need. But for this site, which is 58% wetland/42% upland it is acknowledged that a 100,000 sf building would likely not be permitted.
- Alternative #2 identifies that a development that avoids all wetland impact would result in a smaller building size that would not qualify as a warehouse. Related to the comment above, is there a standard definition for "warehouse"? What are the minimum requirements? I don't know if there is a standard definition for a warehouse, but in my experience, it is the interior of the building which includes storage shelves and docking bays of standard sizes and depths designed to allow forklifts etc to maneuver throughout which makes a warehouse a warehouse, plus the associated outdoor docking/loading, parking, and fire lanes. Warehouses are generally built as large as possible and then the inside is sectioned off to separate tenants, resulting in a building with 4 walls. Multiple buildings with multiple walls separated from each other with their own parking and loading is an inefficient use of space – both interior and exterior, and is more costly to build – both in materials (think of more outdoor wall vs interior walls, think of separate HVAC for each, etc) and land costs.
- In Appendix D (Alternative Sites Figures and Zoning Maps), Figure E is missing. Please provide. Figure E is attached.
- If I understand the plan correctly, there are multiple truck bays on the northeast side of the building. Can the overall development be reduced in size and still be viable? Can one bay (orange) or two bays (pink) be removed [see markup below]? This would still have wetland impact but less than the proposed design. Loading docks serve the tenants in the warehouse. Taking away the docks essentially eliminates the associated warehouse/tenants/parking. Reducing the project to half the size does not meet the needs of project/end users and would not result in a viable project for the end users. The developer/applicant has spoken with the tenants regarding their needs and to assess how the dimensions of the building could be revised to both satisfy their needs and also reduce wetland impacts. Revised Figure 3 (attached) shows a warehouse dimension of 450 ft long by 135 ft wide (60,750 sf) with a resulting wetland impact of 0.97-ac which is a reduction in wetland impact of 0.545 ac. The typical minimum truck court depth is 120 ft (as shown).
- Has an application been made to the City of Blaine? Per WCA 8420.0515 Subpart 10, the proposed design needs to demonstrate consistency with all other agency local water management plans, land use plans, zoning, et cetera.
 - Similarly, the development would require a permit from RCWD for stormwater management, erosion and sediment control, floodplain alteration, and wetland alteration. I expect that this would be part of a future application with the wetland replacement

plan but feel it is worth mentioning. The city is aware of the project and is in support of the project. Formal applications cannot be made until the project scope/footprint is fairly well known.

- It is the TEP's opinion that the offsite alternatives search area should be broader and should include the neighboring communities of the NE metro area. The Anoka County Regional Economic Development Available Property Map viewer and Ramsey County Available Sites & Buildings viewer support that there are industrial properties available. There are also undeveloped parcels in Hugo, off I-35E in Lino Lakes/Centerville, off I-35E in WBT/Vadnais/North Oaks, and off Lake Drive in Columbus (Waldoch plat). Although the project is industrial (design/build/warehouse), the end users are also quasi-retail and will receive customers at their locations, which strongly influences their need to be in this area of Blaine (near the end user's customer base), on a major collector roadway, with visible frontage. This applicant's (and Capital Partners') business model is to purchase land and construct buildings for tenants that they will rent to. They are aware of available properties that are on the market in the twin cities metro area, and which of those properties can meet their client base needs. They do not demo or remodel existing buildings. Their clients are looking for new construction to rent. I searched properties (1) Type=for sale, (2) Space Use= Industrial, (3) Property/Building=Land/Industrial on the Anoka County Regional Economic Development Available Property Map. The properties in the following table came up, and the justification as to why they will not meet the project need is provided.

Site	City	Size (Ac)	Justification
Otter Lake Road	Lino Lakes	13.55	Under contract by others.
14751 Hornsby St NE	Columbus	9.39	Not viable location for pre-leased tenants. Customer base for tenant #1 more than 15 miles away, lacks drive-by traffic for tenant #2.
14751 Hornsby St NE	Columbus	77.13	Same as above.
137th Ave NE Waldoch	Columbus	15.88	Under contract by others. Not viable location for pre-leased tenants. Customer base for tenant #1 more than 7 miles away, lacks drive-by traffic for tenant #2.
137th Ave BE Waldoch	Columbus	3.18 & 3.19	Not viable location for pre-leased tenants. Customer base for tenant #1 more than 7 miles away, lacks sufficient drive-by traffic for tenant #2.
19468 Tamarack St NE	Cedar	5	Not viable location for pre-leased tenants. Customer base for tenant #1 more than 17 miles away, lacks sufficient drive-by traffic for tenant #2.
Johnson St NE	East Bethel	3	Sale Pending. Not viable location for pre-leased tenants. Customer base for tenant #1 more than 12 miles away, lacks sufficient drive-by traffic for tenant #2.
Viking Meadows Golf Course	East Bethel	13	Delineation shows nearly entire area as wetland. Not viable location for pre-leased tenants. Customer base for tenant #1 more than 12 miles away.
9526 Foley Blvd NW	Coon Rapids	0.52	Site too small for either tenant.
Lincoln St NE	Ham Lake	2.25	Sale Pending. Not viable location for pre-leased tenants. Customer base for tenant #1 more than 4 miles away, lacks sufficient drive-by traffic for tenant #2.
W Cedar St & I-35E	Lino Lakes	9.8	Not viable location for pre-leased tenants. Customer base for tenant #1 more than 12 miles away, lacks drive-by traffic for tenant #2.
80th St E & I-35E	Lino Lakes	320	This land will not be developed until the city up upgrades Otter Lake Road and provides an updated connection to Main St. Not viable location for pre-leased tenants. Customer base for tenant #1 more than 15 miles away, lacks drive-by traffic for tenant #2.
21st Ave N & Main St	Lino Lakes	34.78	Under contract by others. Not viable location for pre-leased tenants. Customer base for tenant #1 more than 7 miles away, lacks drive-by traffic for tenant #2.

- Has the DNR provided comment on the planned impact to the blunt-lobed grape-fern (*Sceptridium oneidense*) population? A take permit application has been submitted to the MN DNR. We understand that take permits for the impacted species have been issued by DNR in the past.

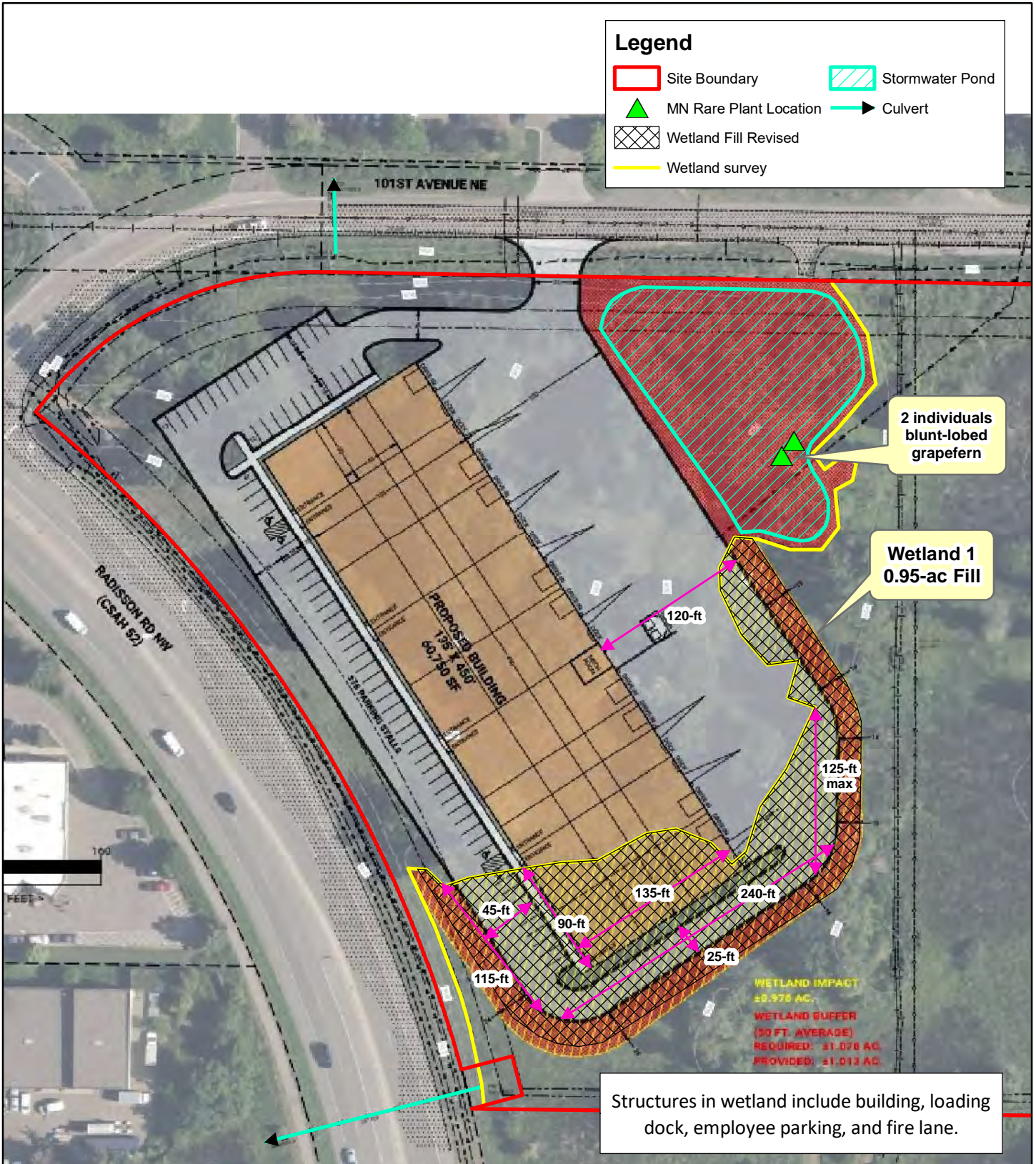


Thank You

Patrick Hughes
Regulatory Manager
Rice Creek Watershed District
4325 Pheasant Ridge Dr. NE, #611
Blaine, MN 55449-4539
Ph: 763-398-3080
phughes@ricecreek.org



[Please consider following the RCWD on Facebook.](#)



Revised Figure 3 - Revised Plan and Wetland Impact

0 150 Feet

Radisson Business Center (KES 2023-141)
Blaine, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

KJØLHAUG ENVIRONMENTAL SERVICES COMPANY
Source: MNGEO Spatial Commons

ITEMS REQUIRING BOARD ACTION

1. Anoka County Ditch 10-22-32 Main Trunk – Pine Street Culvert
(Patrick Hughes)

MEMORANDUM

Rice Creek Watershed District



Date: October 15th, 2024
To: RCWD Board of Managers
From: Tom Schmidt, Public Drainage and Facilities Manager
Subject: ACD 10-22-32 Main Trunk – Pine Street Culvert

Introduction

Consistent with the Board of Managers' preference for restoring the Main Trunk of Anoka County Ditch 10-22-32 to its As Constructed Subsequently Improved Condition (ACSIC), the request is for concurrence on the lowering of the culvert under Pine Street on the border of Lino Lakes and Columbus.

Background

At the February 2023 workshop, staff and engineer presented the Houston Engineering Anoka County Ditch 10-22-32 Evaluation of Maintenance Alternatives Technical Memorandum. The discussion aimed to evaluate the potential alternatives to restore drainage capacity to the Main Trunk of Anoka County Ditch 10-22-32 to those portions at and upstream, to the north, of Pine Street. The Board of Managers has expressed a preference to pursue the identified Alternative 4 to restore the drainage system capacity fully. The plan is to assess the portions of the main trunk working from downstream to upstream. The starting point is the culvert on Pine Street. (The Pine Street culvert is one of three elements of Alternative 4 and staff will return to the Board at a future workshop to present an update of the anticipated schedule, benefits, and estimated costs.)

In 2008, RCWD performed select repairs on Anoka County Ditch 10-22-32. This included the replacement of a culvert under Pine Street on the main trunk of the system. Because the ACSIC had yet to be determined for ACD 10-22-32; the culvert was installed at the level of the existing sediment in the ditch and processed as a no-loss approval, with TEP concurrence. The culvert is currently at 898.77 (NAVD 88) upstream and 899.21 downstream. A historical review and ACSIC determination were made in 2022 for those areas of the system at and north of Pine Street. The District, as the drainage authority, has an obligation to maintain the function of its public drainage systems. The culvert under Pine Street must be lowered to restore the capacity of the Anoka County Ditch 10-22-32 drainage system. The culvert will be lowered to 897.0 (NAVD 88) upstream and 896.9 (NAVD 88) downstream. This will restore drainage function by placing the culvert at the adopted ACSIC grade. RCWD will be responsible for the construction associated with the culvert lowering, and future maintenance will be the responsibility of the road authorities. Wetland impacts and compliance with WCA and RCWD Rule F must be demonstrated. A no-loss, exemption, and wetland replacement plan application was completed and distributed for comment by RCWD as the WCA LGU on 05/20/2024. The project will result in 1.018 acres of wetland impact that require replacement at a 2:1 ratio. The wetland credits will be withdrawn from the Brown's Preserve wetland bank, which RCWD owns. Please see subsequent memo for additional information on the WCA application.

Staff Recommendation: Staff recommends that the Board of Managers concur with lowering the Pine Street culvert and adopt Resolution 2024-08, approving the WCA no-loss, exemption, and replacement plan application on the Main Trunk of ACD 10-22-32.

MEMORANDUM

Rice Creek Watershed District



Date: October 15th, 2024
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: ACD 10-22-32 Main Trunk – Pine Street Culvert WCA Application

Introduction

RCWD is the drainage authority for Anoka County Ditch (ACD) 10-22-32 and also the local government unit (LGU) that administers the Wetland Conservation Act (WCA) within Lino Lakes and Columbus. As the drainage authority, RCWD has submitted to the Regulatory Department a WCA application associated with the lowering of the culvert under Pine Street on the Main Trunk of Anoka County Ditch 10-22-32, on the border of Lino Lakes and Columbus. Action is required by the Board of Managers as the WCA LGU.

Background

A no-loss, exemption, and wetland replacement plan application was submitted to RCWD as the WCA LGU on 05/17/2024. The project is to restore the functionality of the Main Trunk of ACD 10-22-32 by lowering the culvert under Pine Street to the As Constructed and Subsequently Improved Condition (ACSIC). The application was deemed complete prior to the 2024 WCA Statute change and accordingly has been evaluated under the pre-existing drainage exemption language. The application was distributed for comment by RCWD on 05/20/2024. The majority of the wetland impacts from the project are to Type 1/2/6 wetlands and are exempt from replacement per WCA 8420.0420 Subpart 3. The project will result in 1.018 acres of wetland impact to Type 3 wetlands, which do require replacement. The mitigation will be provided via wetland bank credits from the Brown's Preserve wetland bank, which the District owns.

The WCA rules (Mn Rules 8420.0515) direct that the RCWD may not approve a replacement plan for work where RCWD has determined that the work will "take" an endangered or threatened (E/T) species unless the DNR has issued a permit to allow the "taking." The RCWD has an adopted policy that prescribes how it will determine whether work will "take" an E/T species. The policy provides that RCWD may rely on the findings of a professional licensed to use the DNR's Natural Heritage Information System (NHIS) database information that, from review of the NHIS, a field survey is not needed. HEI has provided for this review and determined that a survey is not needed. The DNR has commented that it would like a survey. HEI and Foth Engineering, on RCWD's behalf, have had discussions with DNR about this comment in hopes of concurrence from the DNR that a survey is not needed. These conversations have not concluded, but staff, engineer, and legal counsel agree that the rule criterion has been met.

RCWD finds that the replacement plan complies with the Wetland Conservation Act and District Rule F. Included is a Resolution for Board consideration to approve the no-loss, exemption, and wetland replacement plan application. Staff will initiate the required forms to appropriately debit the District's Brown's Preserve wetland bank. A WCA notice of decision will be issued after Board adoption of the attached Resolution.

MEMORANDUM
Rice Creek Watershed District



Staff Recommendation

Staff is recommending that the Board of Managers approve Resolution 2024-08 approving the WCA no-loss, exemption, and replacement plan application on the Main Trunk of ACD 10-22-32.

Proposed Motion

Manager _____ moves to adopt Resolution 2024-08, seconded by Manager _____.

Attachments

- Notice of decision 24-038
- Resolution 2024-08

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: Rice Creek Watershed District	County: Anoka
Applicant Name: Rice Creek Watershed District	Applicant Representative: Tom Schmidt
Project Name: ACD 10-22-32 - Pine Street Culvert	LGU Project No. (if any): 24-038
Date Application Received by LGU: 05/17/2024	
Date of LGU Decision: 10/23/2024	
Date this Notice was Sent: 10/23/2024	

WCA Decision Type - check all that apply

<input type="checkbox"/> Wetland Boundary/Type	<input type="checkbox"/> Sequencing	<input checked="" type="checkbox"/> Replacement Plan	<input type="checkbox"/> Bank Plan (not credit purchase)
<input checked="" type="checkbox"/> No-Loss (8420.0415)	<input checked="" type="checkbox"/> Exemption (8420.0420)		
Part: <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H		Subpart: <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area: 1.018 acres (excluding exempt impacts)
Wetland Replacement Type: <input type="checkbox"/> Project Specific Credits: <input checked="" type="checkbox"/> Bank Credits: 2.036
Bank Account Number(s): 1534

Technical Evaluation Panel Findings and Recommendations (attach if any)

<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve w/Conditions <input type="checkbox"/> Deny <input type="checkbox"/> No TEP Recommendation
Please see below. TEP comments are a part of the LGU Findings section.

LGU Decision

<input checked="" type="checkbox"/> Approved with Conditions (specify below) ¹	<input type="checkbox"/> Approved ¹	<input type="checkbox"/> Denied
List Conditions:		
<ul style="list-style-type: none"> • Applicant must provide a "Standard Credit Withdrawal Form", which is signed by the bank user and the bank seller. • The applicant must provide proof of BWSR debiting the wetland bank for the correct amount and type of wetland credit. 		
Decision-Maker for this Application: <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Governing Board/Council <input type="checkbox"/> Other:		
Decision is valid for: <input checked="" type="checkbox"/> 5 years (default) <input type="checkbox"/> Other (specify):		

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

<input checked="" type="checkbox"/> Attachment(s) (specify):
<ul style="list-style-type: none"> • Figure 5: Aquatic Resources Delineation Map, dated 04/16/2024 • Construction Plan: ACD 10-22-32 Pine Street Culvert Lowering, dated 10/01/2024 • Figure 1: ACD 10-22-32 Lateral Effect Due to Lowering of Pine Street Culvert, dated 12/22/2023 • Anoka County Ditch 10-22-32 Evaluation of Maintenance Alternatives Technical Memo, dated 01/23/2023 • RCWD Board of Managers Resolution 2024-08

☒ Summary:

In 2008, RCWD performed select repairs on Anoka County Ditch 10-22-32. This included replacement of a culvert under Pine Street on the main trunk of the system. The Board had not yet determined and reestablished the as-constructed or subsequently improved condition (ACSIC) of ACD 10-22-32 and thus the culvert was replaced at the level of the existing sediment in the ditch and processed as a no-loss approval, with TEP concurrence. The culvert is currently at an elevation of 898.77 (NAVD 88) upstream and 899.21 downstream. A historical review and ACSIC determination was made in 2022 for those areas of the system north of Pine Street. The District, as the drainage authority, has an obligation to maintain the function of its public drainage systems. The culvert under Pine Street must be lowered to restore the capacity of the ACD 10-22-32 drainage system. The culvert will be lowered to 897.0 (NAVD 88) upstream and 896.9 (NAVD 88) downstream. This will restore drainage function by lowering the culvert to the ACSIC grade. RCWD will be responsible for the construction associated with the culvert lowering and future maintenance will be the responsibility of the road authority.

A wetland delineation was completed in the fall of 2023 and a notice of decision was issued on 11/29/2023 under Review File #23-206R. The delineation identified the presence of Type 1/2/3/6 wetlands.

A no-loss, exemption, and replacement plan application was completed by the District and Houston Engineering (HEI) and noticed for comment on 05/20/2024. The application was submitted and deemed complete per 15.99 prior to the 2024 WCA Statute change, and evaluated according to the drainage exemption under 8420.0420 Subpart 3.B.(1) as it applied prior to the change. The impacts to the type 1/2/6 wetlands are for maintenance or repair of an existing public drainage system by a public drainage authority and are therefore exempt from replacement. The total amount of exempted impact is 5.253 acres.

The lowering of the culvert will impact Type 3 wetlands that have existed for more than 25 years and requires their replacement. The impacts were calculated by Houston Engineering using the van Schilfhaar equation to determine the extent of lateral effect for the area north of Pine Street. The work is expected to impact portions of Wetland 1c, 1d, 1e, 1f, 1g, and 1h. The total amount of impact requiring replacement is 44,344 ft² (1.018 acres). A MnRAM assessment was completed for the Type 3 wetlands, identifying that they are moderately or severely degraded which requires mitigation at a 2:1 ratio. The replacement requirement will be met utilizing bank credits from Bank Account #1534. This is the Brown's Preserve wetland bank, which the District owns.

Further, Wetland 1i is a Type 3 wetland that is hydrologically disconnected from ACD 10-22-32 and will not have a lateral effect from lowering the culvert. It is determined that no-loss criteria 8420.0415 Subpart A applies to Wetland 1i.

The application identifies avoidance alternatives, including realigning the public drainage system which would result in a comparable or greater amount of Type 3 wetland impact, or a "do nothing" alternative which would be inconsistent with 103E.701 Repairs Subdivision 4(a). The wetland impacts are minimized by having a limited physical footprint of simply lowering the culvert. No additional work is proposed.

WCA rule 8420.0515 Subpart 2 directs that RCWD may not approve a replacement plan for work where the RCWD has determined the work will "take" an endangered or threatened (E/T) species unless the DNR has issued a permit to allow the "taking". RCWD has an adopted policy that the RCWD may rely on the findings of a professional licensed to use the DNR's Natural Heritage Information System (NHIS) database information that, from review of the NHIS, a field survey is not needed. HEI has provided for this review and determined that a survey is not needed. The DNR commented on the application, urging a rare plant survey to ensure compliance with the state endangered species law. HEI and Foth Engineering (as a consultant assisting HEI), on RCWD's behalf, have had discussions with the DNR about the survey and to seek their confirmation that a survey is not needed. While these conversations have not concluded, RCWD finds that WCA rule criteria have been met.

See attached RCWD Board Resolution 2024-08.

¹ Findings must consider any TEP recommendations.

<input checked="" type="checkbox"/> Site Location Map <input type="checkbox"/> Project Plan(s)/Descriptions/Reports (specify):
--

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
 Minnesota Board of Water & Soils Resources
 520 Lafayette Road North
 St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

Yes¹ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

--

Notice Distribution (include name)

Required on all notices:

<input checked="" type="checkbox"/> SWCD TEP Member: Becky Wozney <input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer
<input type="checkbox"/> LGU TEP Member (if different than LGU contact):
<input checked="" type="checkbox"/> DNR Representative: Melissa Collins, Wes Saunders-Pearce
<input type="checkbox"/> Watershed District or Watershed Mgmt. Org.:
<input checked="" type="checkbox"/> Applicant (notice only): Tom Schmidt (Drainage & Facilities Manager RCWD)
<input checked="" type="checkbox"/> Agent/Consultant (notice only): Christina Traner (Houston Engineering)

Optional or As Applicable:

<input checked="" type="checkbox"/> Corps of Engineers: Joseph Toth
<input type="checkbox"/> BWSR Wetland Mitigation Coordinator (required for bank plan applications only): Dennis Rodacker
<input checked="" type="checkbox"/> Members of the Public (notice only): Jack Davis, Ellie Hahn (City of Columbus), Michael Grochala, Diane Hankee (City of Lino Lakes)
<input checked="" type="checkbox"/> Other: Property owners of Anoka County PIDs 313222420001, 313222410001, 313222410004, 313222440002, 313222430003, 313222430002

Signature:	Date:
-------------------	--------------

This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.

**RESOLUTION NO. 2024-08
RICE CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

**REPLACEMENT, EXEMPTION and NO-LOSS DETERMINATION
for ACD 10-22-32 CULVERT REPLACEMENT (PINE STREET)**

Manager _____ offered the following Resolution and moved its adoption, seconded by Manager _____:

WHEREAS the Rice Creek Watershed District (“District”), as the drainage authority for Anoka County Ditch (ACD) 10-22-32, has prepared a no-loss, exemption, and replacement application under the Minnesota Wetland Conservation Act (WCA) and the District’s Wetland Alteration Rule (Rule F), for impacts to wetland from a proposed lowering of the culvert under Pine Street, along the Main Trunk of ACD 10-22-32, at the boundary of the cities of Columbus and Lino Lakes;

WHEREAS the application proposes to lower the culvert to an elevation of 897.0 feet (NAVD 88) (upstream invert) and 896.9 feet (NAVD 88) (downstream invert), in conformance with the As Constructed and Subsequently Improved Condition (ACSIC) of ACD 10-22-32 at that location;

WHEREAS the District is the designated local government unit (LGU) responsible to consider the application pursuant to WCA;

WHEREAS on November 29, 2023, the District, as WCA LGU, approved a wetland boundary and type application for the project;

WHEREAS District staff, in coordination with the WCA Technical Evaluation Panel (TEP), has reviewed the application, and has prepared a proposed Notice of Decision (NOD) concurring in the application’s determination of 6.271 acres of wetland impact, and in the determination that 5.253 acres of impact are subject to WCA exemption and do not require replacement;

WHEREAS District staff, in coordination with the TEP, finds that the application presents a sequencing analysis that conforms to Minnesota Rules 8420.0520 and Rule F, and that the project will avoid and minimize wetland impact in accordance with the criteria of those rules;

WHEREAS District staff, in coordination with the TEP, finds that the proposal to replace 1.018 acres of impact to Type 3 wetland by means of 2.036 acres of wetland credit from the Brown’s Preserve wetland bank (Bank Acct. #1534) meets WCA and Rule F requirements for replacement plan approval;

WHEREAS on May 20, 2024, the District provided notice of the application to those required by Minnesota Rules 8420 to receive it;

WHEREAS the District received written comment from the Minnesota Department of Natural Resources (DNR) that a rare plant survey should be performed to ensure compliance with the state’s threatened and endangered species law;

WHEREAS Minnesota Rules 8420.0515, subpart 2, states that a WCA LGU may not approve a replacement plan if it finds that the proposed work will “take” a listed threatened or endangered plant or animal species, absent a DNR permit;

WHEREAS the District has adopted, and implements, written guidance as to the procedure it will follow to determine whether a proposed action will “take” a listed species, which guidance provides for a professional consultant licensed to use the DNR Natural Heritage Information System (NHIS) database to advise as to whether a field survey is warranted;

WHEREAS the District engineer, Houston Engineering, is so licensed, and in coordination with its subconsultant, Foth Engineering, has reviewed the NHIS database, and advised that a field survey is not warranted, and the Board of Managers (“Board”) accepts this recommendation and finds that the proposed work will not take a listed species within the meaning of Minnesota Rules 8420.0515; and

WHEREAS the Board finds that the determinations and recommendations of District staff and the TEP, as set forth in the proposed NOD, are sound, and adopts those determinations and recommendations;

THEREFORE BE IT RESOLVED that the Board approves the Notice of Decision as presented by District staff, and authorizes the District administrator to issue the NOD, with any final non-material changes, and distribute it, all in accordance with WCA and its implementing rules.

The question was on the adoption of Resolution 2024-08 and there were ___ yeas and ___ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
BRADLEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEINANDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the President declared the Resolution _____.

Dated: _____, 2024

Jessica Robertson, Secretary

* * * * *

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

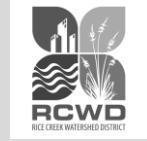
IN TESTIMONY WHEREOF, I hereunto set my hand this ____ day of _____, 2024.

Jessica Robertson, Secretary

ITEMS REQUIRING BOARD ACTION

2. District Records Retention Schedule (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: October 16, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: District Records Retention Schedule

Introduction

Rice Creek Watershed District maintains public entity records and should update its records retention schedule.

Background

The District is obligated under Minnesota Statutes to preserve records of the District’s official activities, and that work includes an inventory of its records with a management schedule identifying retention time periods for transfer and disposal. The District has fulfilled this obligation through the adoption and administration of the applicable sections of the General Records Retention Schedule for Minnesota Cities (Schedule) maintained by the Minnesota Historical Society. The Minnesota Historical Society revised the Schedule and recommends adoption of the entire Schedule, even though the District’s activities do not include all the business associated with the “record series title”. Staff will administer the applicable portions of the Schedule.

Staff Recommendation

Staff recommend the Board of Managers adopt the General Records Retention Schedule for Minnesota Cities March 2021.

Proposed Motion

Manager _____ moves to adopt Resolution 2024-09, seconded by Manager _____.

Attachments

- Resolution 2024-09 adopting Minnesota City General Records Retention Schedule March 2021
- General Records Retention Schedule for Minnesota Cities March 2021

RESOLUTION NO. 2024-09

**RICE CREEK WATERSHED DISTRICT
BOARD of MANAGERS**

ADOPTING REVISED MINNESOTA CITY GENERAL RECORDS RETENTION SCHEDULE

Manager _____ offered the following resolution and moved its adoption, seconded by
Manager _____:

WHEREAS Minnesota Statutes §§15.17 and 138.17 direct that the Rice Creek Watershed District (“District”) preserve records necessary to a full and accurate knowledge of its official activities, and that it prepare an inclusive inventory of records in its custody, with a schedule establishing a time period for the retention or disposal of each series of records;

WHEREAS the District may fulfill these responsibilities by adopting and conforming to a General Records Retention Schedule (“Schedule”) maintained by the Minnesota Historical Society (MHS);

WHEREAS the District previously adopted the Minnesota City Schedule (2003), which adoption was approved by the MHS on May 20, 2003;

WHEREAS in 2021, the MHS revised the Minnesota City Schedule;

WHEREAS a unit of government that has adopted a Schedule may adopt its subsequent versions without obtaining MHS approval;

THEREFORE BE IT RESOLVED that the Board of Managers hereby adopts the March 2021 Minnesota City Schedule; and

BE IT FURTHER RESOLVED that the District administrator is to amend the Policy Manual, and the staff policies and procedures by which the District manages its records, to reflect this action.

The question was on the adoption of the Resolution and there were ___ yeas and ___ nays as follows:

	Yea	Nay	Absent
BRADLEY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEINANDT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution _____.

Jessica Robertson, Secretary

Dated October 23, 2024

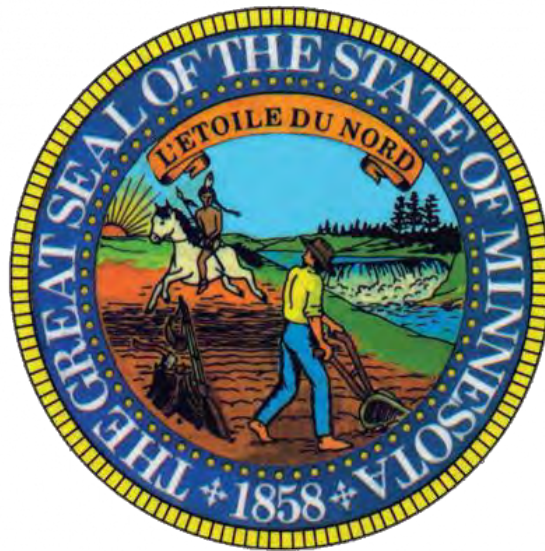
* * * * *

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 23rd day of October, 2024.

Jessica Robertson, Secretary

**GENERAL RECORDS
RETENTION SCHEDULE
FOR MINNESOTA CITIES**



March 2021

This is an evolving document. Please help us keep it up-to-date by letting the MCFOA Records Retention Committee know of any errors or omissions, ambiguities, inconsistencies, or additions.

Please note the Data Practices Classifications and Statutes are current as of the date of this schedule and are subject to change. The Data Practices information is for the convenience of City Clerks.

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

Purpose of the General Records Retention Schedule

The purpose of a records retention schedule is to provide a plan for managing government records by giving continuing authority to dispose of records under Minnesota Statutes section 138.17.

This City General Records Retention Schedule establishes minimum retention periods for city records based on their administrative, fiscal, legal and historical value. It lists records series common to cities and identifies how long to retain them.

This schedule was originally developed by the Minnesota State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society, Division of Archives and Manuscripts and was funded in part by a grant from the National Historical Publications and Records Commission.

The revised schedule was updated by city clerks and officials representing the Minnesota Clerks and Finance Officers Association (MCFOA).

Adopting and Using the General Schedule

1. A city that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for Cities. It will be assumed that cities that have adopted the previous version will now utilize this revised version.

If you have not previously adopted the general schedule, to begin disposing of records, you must notify the State Archives of the Minnesota Historical Society that your city has adopted the schedule. The enclosed form, "*Notification of Adoption of City General Records Retention Schedule*", is used for this purpose.

2. You may adopt the schedule even though your office may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible you may adopt individual sections.
3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.
4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached you may destroy the records as indicated on the schedule. If you need to retain some records series longer than the listed retention, you should establish an agency policy for those records.
5. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.).
6. Data Practices Classifications are effective as of the printing of this Retention Schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota State Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Data Practices Office at 651-296-6733 or 1-800-657-3721.

Destruction Reporting

After you destroy records according to the general schedule, maintain a list of destroyed items.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to Dispose of Records" (PR-1) or a "Minnesota Records Retention Schedule form". Both of these forms are available on the State Archives' web site at:

<http://www.mnhs.org/preserve/records/recser.html#forms>.

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule".

Duplicate Records

This retention schedule concerns itself only with the city's official record copy and the retention periods assigned reflect that. It is each city's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies should not be retained as long as the official record. Normally the retention period on duplicate records will not exceed two years.

Category Definitions for the General Schedule

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of the time a record must be kept. *A number printed alone, e.g. 10, means ten years. If months or days are meant the entry will display that, e.g. 6 months or 30 days.* The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 2000 records is January, 2004. Statutes listed here cite specific retention periods for the records series.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Resources

Questions about **Archival Records**:

Minnesota Historical Society State Archives
Department Minnesota History Center
345 West Kellogg Boulevard
St. Paul, MN 55102-1906
651-259-3260 or 800-657-3773
Email: statearchives@mnhs.org
<http://www.mnhs.org/preserve/records/>

Questions about **Data Practices**:

Department of Administration Data Practices Office
320 Centennial Office Building
658 Cedar St.
St. Paul, MN 55155
651-296-6733 or 800-657-3721
Email: info.dpo@state.mn.us
<https://mn.gov/admin/data-practices/>

STATE ARCHIVES DEPARTMENT
**APPLICATION FOR ONE-TIME AUTHORITY
TO DISPOSE OF RECORDS**

FOR USE BY RECORDS PANEL	
Application No. _____	Date _____

Please note: If the records in question appear on an approved records retention schedule used by your agency, it is unnecessary to submit this form requesting approval for destruction. Contact the State Archives if you have questions.

This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.

Instructions:

1. Complete original and three copies (photocopies are acceptable).
2. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
3. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
4. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.

Additional copies of this form are available on the State Archives website, www.mnhs.org/statearchives or by calling (651) 259-3260. (FAX: (651) 296-9961). Our email address is statearchives@mnhs.org

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

1. Agency or Office _____	2. Division or Section _____	3. Quantity of Records _____ Cubic Feet
---------------------------	------------------------------	--

4. Location of Records _____	5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: _____
------------------------------	--

6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency. _____	AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7. _____
--	---

Authorized Signature (Type name below) _____	Director, Minnesota Historical Society _____ Date _____
--	---

Name _____ Date _____	Legislative or State Auditor _____ Date _____
-----------------------	---

Title _____ Phone _____	Attorney General _____ Date _____
-------------------------	-----------------------------------

7. Exceptions to Destruction. (For use by Records Disposition Panel). _____

8. Description of Records. A. Item No.	Describe each record series or type of record separately. Number each series, beginning with "1". B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

#021-029

3/15/2021

General Records Retention Schedule For Minnesota Cities

State of Minnesota
March 2021

Minnesota Historical Society <i>Charles Kroeger</i>	Date 16 March 2021
State Auditor <i>Wendy Kuy</i>	Date 6/11/2021
Attorney General <i>Keith L. Canfield</i>	Date 3/29/2021

MCFOA Records Retention Committee

Proposed 2021 Revisions to the "General Records Retention Schedule for Cities"

Item	RECORD CODE #, TITLE & DESCRIPTION	Type	Issue Reviewed by Records Retention Committee
1.	ADM 03070 DATA PRACTICES REQUEST	Change	Remove 'Form" in title
2.	ASG 00400 CERTIFICATE OF REAL ESTATE VALUE (CRV)	Change	Add "Electronic Certificates of Real Estate Value are available at the MN Department of Revenue website" to Description"
3.	ASG 00700 DIVISIONS AND COMBINATIONS OF REAL PROPERTY	Change	Remove Description
4.	BUI 00600 ELECTRICAL INSPECTION RECORD	Change	Change retention to Life of Property
5.	BUI 01200 PLUMBING INSPECTION RECORD	Change	Change retention to Life of Property
6.	BUI 01300 SIGN INSPECTION RECORD	Change	Change retention to Life of Property
7.	ELE 00700 CAMPAIGN FINANCE REPORTS	Change	Remove "State requirement to ensure fair campaign practices." Add: See MN Statute 211A.02, subd. 6 for online posting requirement.
8.	ELE 01500 OATH OF RESIDENCE / VOUCHER FORMS	Change	Change Cards to Forms
9.	ELE 01800 PRECINCT BOOKS & PRINTOUTS FROM COUNTY	Change	Change title to MASTER LIST
10.	LIQ – 00700 CHECK REGISTER	Delete	Covered by FIN 02010
11.	PAY 00100 AUTHORIZATION FORMS	Change	Change title to FORMS from CARDS
12.	P&R 02000 REGISTRATION FORMS	Change	Add to description "if includes waiver of liability, see P & R 00100."
13.	PER 00200 APPLICATIONS – NOT APPROVED	Change	Change title from "Permits Denied" to "Not Approved"
14.	PER 01200 DANCE/PARADE/PUBLIC GATHERING PERMITS	Change	Add "/Special Event" after Gathering
15.	PER 01350 DOMESTIC PARTNERSHIPS	New	Retention – 2 after termination

16.	PER 01930 HEATING, VENTILATION, AIR CONDITIONING PERMIT	Change	Remove description and add (Mechanical)
17.	PER 02700 PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	Change	Add to description: Includes mobile food units
18.	POL 03000 ARREST REPORTS	Change	Add to retention: If felony, Permanent Statute: 299C.12
19.	POL 05350 JAIL INSPECTION LOGS	New	Description: Includes daily, annual and bi-annual logs Retention: 2 yrs
20.	POL 05925 UNMANNED AERIAL VEHICLE DATA (DRONE)	Add	Private/Non Public Retention: Delete asap, no later than 7 days after collection unless data is part of active criminal investigation. MS626.19, subd.6 c
21.	PWM 03000 WEED COMPLAINT & RECORDS	Change	Retention to 7 years (ADM 02600) Public/Private/Confidential
22.	UTL 01100 DISTRIBUTION REPORTS	Change	Add: - ELECTRIC
23.	WST 01700 REPORTS	Add	Add – HAZARDOUS WASTE to the title

General Records Retention Schedule for Minnesota Cities

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Administration.....	ADM	Library	LIB
Assessing	ASG	Liquor	LIQ
Attorney	ATT	Parks and Recreation.....	P&R
Bonds	BON	Payroll	PAY
Building Inspections	BUI	Permits and Licenses	PER
Cemetery	CEM	Planning and Zoning	PLZ
Contracts/Agreements.....	CON	Public Safety – Fire	See : Fire
Courts.....	CTS	Public Safety – Police.....	POL
Elections.....	ELE	Public Works – Engineering	PWE
Financial/Accounting	FIN	Public Works – Maintenance/Operations	PWM
Fire	FIR	Records Management	RMG
Health Services	HEA	Utilities	UTL
Housing and Redevelopment Authority.....	HRA	Vital Statistics	VIT
Human Resources.....	HRS	Waste Management	WST
Insurance.....	INS		

General Records Retention Schedule for Minnesota Cities Index

RECORD SERIES TITLE	RECORD SERIES CODE
1099 MISCELLANEOUS INCOME	PAY 02000
911 RECORDINGS	FIR 01500
911 RECORDINGS	POL 02700
ABANDONED MAINS AND SERVICES AS BUILT	UTL 00100
ABATEMENTS	ASG 00050
ABSENTEE BALLOT APPLICATION	ELE 00100
ABSTRACT & CERTIFICATES OF TITLES:	ADM 00100
ABSTRACT OF ELECTION RETURNS	ELE 00200
ACCIDENT - DRIVER EXCHANGE REPORT	POL 02950
ACCIDENT REPORTS	POL 02900
ACCOUNT REPORTS - DELINQUENT & UNCOLLECTIBLE	FIN 00100
ACCOUNTS PAYABLE LEDGERS & JOURNALS	FIN 00200
ACCOUNTS RECEIVABLE - LEDGERS & JOURNALS	FIN 00300
ACKNOWLEDGMENT & WAIVER OF LIABILITY	P&R 00100
ACTIVITIES - BROCHURES	P&R 00200
ACTIVITIES FLYERS	P&R 00300
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ADMISSION RELEASE RECORDS	POL 05200
ADVERTISING FLYERS	LIQ 00100
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AFFIDAVITS OF PUBLICATIONS	ADM 00400
AFFIDAVITS OF PUBLICATIONS GENERAL NOTICES	ADM 00300
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AGENDA PACKETS - MISCELLANEOUS	ADM 00650
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AGREEMENTS/CONTRACTS / LEASES / JOINT POWERS	CON 00050
AIRPORT DEVELOPMENT / PLANNING	ADM 00800
AIRPORT OPERATIONS / MAINTENANCE	ADM 00900
AMBULANCE BILLING/HIPPA AUTHORIZATION FORM	FIR 00010
AMBULANCE EMERGENCY ROOM RECORDS	FIR 00020
AMBULANCE MASTER SCHEDULES	FIR 00030
AMBULANCE PATIENT CARE REPORT - EMSRB/STATE FORM	FIR 00040
AMBULANCE PRE-HOSPITAL PROTOCOLS	FIR 00050
ANIMAL & PET LICENSE APPLICATIONS OR PERMITS	PER 00100
ANIMAL CONTROL STATISTICAL REPORTS	POL 01800
ANIMAL IMPOUND/RELEASE	POL 01900
ANNEXATION RECORDS	PLZ 00100

General Records Retention Schedule for Minnesota Cities Index

RECORD SERIES TITLE	RECORD SERIES CODE
ANNUAL REPORT OF THE LIBRARY BOARD	LIB 00100
ANNUAL REPORTS	ADM 01000
ANNUAL REPORTS	HRA 00100
ANNUAL REPORTS	P&R 00400
ANNUAL REPORTS - POLICE DEPARTMENT	POL 00100
APPARATUS/EQUIPMENT MAINTENANCE & INSPECTION RECORDS:	FIR 00100
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APPLICATIONS FOR CLASSIFICATION	ASG 00100
APPLICATIONS FOR EMPLOYMENT-NOT HIRED	HRS 00500
APPLICATIONS FOR INSURANCE	INS 00100
APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST	HRS 00600
APPOINTMENT FILES	ADM 01100
APPOINTMENT FILES - NOT APPOINTED	ADM 01110
APPRAISALS - PROPERTY	ASG 00200
ARBITRATION DECISIONS	HRS 00700
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ASSET RECORDS	FIN 00400
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AUDIO VISUAL / TECHNOLOGY EQUIPMENT CHECKOUT RECORDS	LIB 00200
AUDIT OF PORTABLE RECORDING SYSTEMS TECHNOLOGY	POL 05844
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AUDIT REPORTS - INTERNAL	FIN 00900
AUDIT SUMMARY REPORT - PORTABLE RECORDING SYSTEMS	POL 05846
AUTHORITY TO DISPOSE OF RECORDS STATE FORM (PR - 1)	RMG 00100
AUTHORIZATION FORMS	PAY 00100
AUTOMATIC LICENSE PLATE READER DATA	POL 05850
AUTOMATIC LICENSE PLATE READER USE LOG & AUDIT DATA	POL 05854
AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM	FIN 00950
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BACKGROUND CHECK	POL 00250
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General Records Retention Schedule for Minnesota Cities Index

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BIDS & SPECIFICATIONS FOR SERVICES & SUPPLIES - ACCEPTED	CON 00200
BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S - ACCEPTED	ADM 01400
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BILLIARD (POOL HALL) LICENSE	PER 00400
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BRIDGE/CULVERT MAINTENANCE REPORTS	PWM 00400
BUDGET - ANNUAL	FIN 01310
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BUDGET - SUPPORT / WORKING PAPERS	ADM 01900
BUDGET REPORTS	FIN 01320
BUDGET WORKPAPERS - DEPARTMENT	FIN 01400
BUDGET WORKPAPERS - MASTER	FIN 01500
BUILDING INSPECTION RECORDS - FINAL	BUI 00150
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BUILDING PERMITS - RESIDENTIAL	PER 00700
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General Records Retention Schedule for Minnesota Cities Index

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CERTIFICATE OF OCCUPANCY	BUI 00400
CERTIFICATE OF REAL ESTATE VALUE (CRV)	ASG 00400
CERTIFICATE OF SURVEY	BUI 00410
CERTIFICATES OF ELECTION	ELE 00800
CERTIFICATES OF INSURANCE	INS 00400
CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION	POL 00350
CERTIFICATION OF TEST/EXAMINATION RESULTS	HRS 00900
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CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE	FIN 02020
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CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS	FIN 02040
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CIRCULATION RECORDS	LIB 00500
CITATION/TICKETS	POL 03500
CITIZEN CONTACTS - GENERAL	POL 05860
CITIZEN CONTACTS - GENERAL/NON-ACTIVE OR INACTIVE CRIMINAL	POL 05864
INVESTIGATIVE RECORDINGS	
CITY CODE/CODE OF ORDINANCES	ADM 02300
CITY ORDINANCE VIOLATIONS	ADM 02400
CITY SEAL	ADM 02500
CIVIL LITIGATION FILES	ATT 00300
CLAIMS	INS 00450
CLASSIFICATION LISTS	ASG 00500
CLASSIFICATION STUDIES	HRS 01100
CLEAN-UP DAY INFO/PERMITS	WST 00100
CLIENT INCIDENT REPORTS	HEA 00200
CLIENT INCIDENT REPORTS	HEA 00300
CLIENT INCIDENT REPORTS	HEA 00400
CLIMATOLOGICAL GRAPHS	PWM 00500
CODE COMPLIANCE INSPECTION	BUI 00500
COMMUNITY CRIME PREVENTION PROGRAMS	POL 02150
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	HRA 00300
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS	HRA 00200
COMPENSATION PLAN	HRS 01150
COMPLAINTS - GENERAL	ADM 02700
COMPLAINTS - REAL PROPERTY	ADM 02600
COMPOSTING/YARDWASTE REGULATIONS	WST 00200

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RECORD SERIES TITLE	RECORD SERIES CODE
COMPREHENSIVE PLAN	PLZ 00300
CONDITIONAL USE PERMIT FILE	PLZ 00400
CONSTRUCTION DRAWINGS / AS BUILTS	PWE 00200
CONSULTING SERVICES	HEA 00500
CONTRACTED SERVICES	HEA 00600
CONTRACTOR LICENSE BONDS	BON 00500
CONTRACTOR REGISTRATIONS	PER 01100
CONTRACTS/AGREEMENTS - LABOR UNIONS	HRS 01200
COPYRIGHT COMPLIANCE RECORDS	LIB 00600
COPYRIGHTS & PATENTS	ADM 02800
CORRESPONDENCE	CEM 00400
CORRESPONDENCE - ATTORNEY	ATT 00400
CORRESPONDENCE - GENERAL	ADM 02900
CORRESPONDENCE - HISTORICAL	ADM 03000
CORRESPONDENCE - MESSAGES	ADM 03050
COURT RECORDS	CTS 00000
CREDIT CARD RECEIPTS - MERCHANT COPIES	FIN 02060
CRIMINAL LITIGATION FILES	ATT 00500
CRIMINAL RECORD CHECK / SECONDARY DISSEMINATION	POL 03600
CURB STOP REQUESTS	PWM 00600
CURBSIDE RECYCLING PROGRAM	WST 00300
CUSTOMER DATA/MUNICIPAL UTILITIES	UTL 00850
DAILY CASH REPORTS	FIN 02100
DAILY REPORTS (DEPARTMENT COPY)	P&R 00700
DAILY TRANSACTION REPORTS	UTL 00900
DAILY WORK SCHEDULES, CREW SCHEDULES	PWM 00700
DANCE / PARADE / PUBLIC GATHERING/SPECIAL	PER 01200
EVENT PERMITS	
DANGEROUS DOG LICENSE	POL 01950
DATA PRACTICES REQUESTS	ADM 03070
DEATH INVESTIGATION	POL 03700
DEATH INVESTIGATIONS	POL 05870
DEATH RECORDS	VIT 00200
DEATH REGISTRY	HEA 00700
DEEDS	CEM 00500
DEEDS	PLZ 00500
DEFERMENT APPLICATION	ASG 00600
DELINQUENT REPORTS	UTL 01000
DEMOLITION RECORDS	PWE 00300
DEPARTMENT OF CORRECTIONS - ANNUAL REPORT	POL 00400
DEPARTMENT RULES & REGULATIONS	P&R 00900
DEPARTMENTAL REPORTS	ADM 03100
DEPARTMENTAL REPORTS	ADM 03200
DEVELOPERS AGREEMENTS	CON 00400
DIAGNOSTIC DISEASE INDEX	HEA 00800
DICTATED & AUDIO RECORDED REPORTS	POL 05820
DIETARY RECORDS	HEA 00900

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RECORD SERIES TITLE	RECORD SERIES CODE
DIKE MAINTENANCE RECORDS	PWM 00800
DIRECT DEPOSIT AUTHORIZATIONS	PAY 00420
DIRECTED PATROLS	POL 00410
DISCHARGE OF A FIREARM BY PEACE OFFICE IN COURSE OF DUTY	POL 05874
DISPOSAL OF PROPERTY	FIN 02200
DISTRIBUTION REPORTS	UTL 01100
DIVISIONS AND COMBINATIONS OF REAL PROPERTY	ASG 00700
DOCK LICENSES	PER 01300
DOMESTIC PARTERNSHIPS	PER 01350
DONOR RECORDS	LIB 00700
DRIVEWAY GUTTER PATCHING RECORDS	PWM 00900
DROP OFF SITE/RECYCLING YARD WASTE	WST 00400
DRUG AND ALCOHOL TESTING RESULTS	HRS 01650
DRUG AND ALCOHOL TESTING RESULTS DOT RANDOM	HRS 01660
EASEMENTS	PLZ 00600
EASEMENTS - TEMPORARY	PLZ 00700
ELECTION BOUNDARIES & PRECINCT MAP	ELE 00900
ELECTION DAY FORMS	ELE 01000
ELECTION JUDGE WORKSHEET	ELE 01100
ELECTRICAL INSPECTION RECORD	BUI 00600
ELECTRICAL PERMIT	PER 01410
EMERGENCY PLAN / CIVIL DEFENSE FILES	POL 00450
EMERGENCY STORM DAMAGE	PWM 01000
EMPLOYEE DISHONESTY/SURETY BONDS	INS 00500
EMPLOYEE MEDICAL RECORDS	HRS 04200
EMPLOYEE RECOGNITION & AWARDS PROGRAM	HRS 01500
EMPLOYEE SUGGESTION FORM	HRS 01600
EMPLOYEE SURVEYS	HRS 01680
EMPLOYERS QUARTERLY FEDERAL TAX RETURN	PAY 00450
EMPLOYMENT ELIGIBILITY VERIFICATION / I-9 FORM	HRS 02000
ENCUMBRANCES/REVERSALS - ORDERS ISSUED	FIN 02400
ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	PWE 00400
ENVIRONMENTAL ASSESSMENT WORKSHEET	WST 00500
ENVIRONMENTAL COMPLAINTS REPORTS	PWM 01100
EPA REPORTS	UTL 01200
EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA	HRS 01700
EQUITABLE SHARING RECORDS	POL 00470
EQUIPMENT CONTRACTS	CON 00500
EQUIPMENT INVENTORIES	FIN 02450
EQUIPMENT REPORTS	UTL 01300
EVIDENCE / PROPERTY LOGS	POL 03740
EVIDENCE/PROPERTY INVENTORY REPORTS	POL 03750
EXAMINATION FILE	HRS 01800
EXCAVATION/RIGHT-OF-WAY PERMITS	PER 01600
EXCEPTION REPORTS	WST 00600
EXCLUSION APPLICATIONS	ASG 00720
EXPENDITURE REPORTS - MONTHLY SUMMARIES	FIN 02500
EXPENDITURE REPORTS - YEAR END SUMMARIES	FIN 02600

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RECORD SERIES TITLE	RECORD SERIES CODE
FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE	FIR 00350
FAMILY MEDICAL LEAVE DOCUMENTS (FMLA)	HRS 01850
FEE WAIVER SHEETS	P&R 01000
FIDELITY BONDS	BON 00600
FILL MATERIAL REQUESTS	PWM 01200
FINANCIAL REPORTS	FIN 02610
FINANCIAL REPORTS/STATEMENTS (ANNUAL)	FIN 02620
FINES & SERVICE CHARGE RECORDS	LIB 00800
FINGERPRINT RECORDS	POL 00500
FINGERPRINT RECORDS	POL 00510
FINGERPRINT RECORDS	POL 03800
FIRE CODE	FIR 00400
FIRE EXTINGUISHER SERVICE LICENSE	PER 01700
FIRE HYDRANT MAINTENANCE	UTL 01400
FIRE INSPECTION RECORD - ANNUAL	BUI 00700
FIRE INVESTIGATION REPORT	FIR 00600
FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA	FIR 00700
FIRE TRUCK DAILY/WEEKLY INSPECTION SHEETS	FIR 01150
FIREARM APPLICATION / PERMIT / TRANSFER	POL 03900
FIREWORKS PERMIT & LICENSE	PER 01800
FIRST REPORT OF INJURY	INS 00650
FLOOD CONTROL RECORDS	PWE 00500
FOOD ESTABLISHMENT LICENSE	PER 01850
FOOD SERVICE RECORDS	POL 05300
FORFEITURE FORMS	POL 03820
FORMAL COMPLAINT MADE AGAINST PEACE OFFICER	POL 05876
FRANCHISES GRANTED BY MUNICIPALITY	CON 00600
FREEZING CONDITIONS EMERGENCY LOG	PWM 01300
FROZEN WATER LINES LIST	UTL 01500
GAMBLING LICENSES & REPORTS	PER 01900
GAMBLING/LOTTERY MATERIAL	FIN 02800
GARNISHMENTS	PAY 00500
GAS FITTERS LICENSE	PER 01920
GENERAL JOURNAL	FIN 02900
GENERAL LEDGERS	FIN 03000
GOPHER STATE ONE RECORDS	UTL 01600
GRANTS	ADM 03300
GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS	ASG 00750
GRIEVANCE FILES	HRS 01900
GRIEVANCE MECHANISM	HEA 01000
HAZARDOUS MATERIAL ACCIDENT REPORT	FIR 01200
HAZARDOUS MATERIAL DOCUMENTS Includes Business Hazard Chemical Inventories / Tier II Reports / Hazmat Sara Title III Reports	FIR 01250
HEALTH DEPARTMENT REPORTS	UTL 01700
HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS	HEA 01100
HEALTH STAFF REPORTS	HEA 01300
HEALTH/MEDICAL PATIENT RECORDS	HEA 01200

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RECORD SERIES TITLE	RECORD SERIES CODE
HEARING SCREENING RECORDS	HEA 01400
HEATING / VENTILATION INSPECTION RECORD	BUI 00800
HEATING, VENTILATION, AIR CONDITIONING PERMIT	PER 01930
HISTORICAL DATA/PHOTOGRAPHS	RMG 00200
HOME HEALTH CARE RECORDS	HEA 01500
HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW)	ASG 00780
HOMESTEAD APPLICATION REQUESTS	ASG 00800
HOMESTEAD APPLICATIONS CARDS	ASG 00900
HOMESTEAD PRINT-OUT LIST	ASG 01000
HOSPITAL LISTS OF BIRTHS AND DEATHS	VIT 00300
HOTEL & MOTEL LICENSES	PER 02000
HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER	WST 00700
HOUSING INSPECTION RECORD	BUI 00900
HOUSING PROGRAM GUIDELINES	HRA 00400
HRA PROJECT MANAGEMENT & RENTAL AGREEMENTS	HRA 00500
HUD ADMINISTRATIVE DOCUMENTS	HRA 00600
HUNTING/SHOOTING PERMIT	PER 02020
ICR's	POL 04100
IDENTIFICATION NUMBERS	WST 00800
IMMUNIZATION RECORDS	HEA 01600
INCIDENT FORM (STATE MFIRS -1)	FIR 01300
INCIDENT REPORTS/FIRE RUNS	FIR 01400
INCOME INFORMATION - NON-COURT TAX DATA	ASG 01200
INCOME SALES TAX RETURNS/RECEIPTS	FIN 03100
INDEMNITY BONDS	BON 00700
INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES	HRS 04400
IN-SERVICE / IN-HOUSE SUMMARIES	HEA 01700
INSPECTION & TESTING RECORDS	PWE 00600
INSPECTION NOTICES TO HOMEOWNER, VIOLATOR, ETC.	BUI 01000
INSPECTION RECORDS OF LICENSED FACILITIES	PER 02050
INSPECTIONS-SERVICE NEW MAINS	UTL 01800
INSPECTOR REPORTS	BUI 01100
INSTRUCTION MATERIALS FOR JUDGES	ELE 01200
INSURANCE AGENTS' SERVICE AGREEMENT	INS 00700
INSURANCE PREMIUM REPORT	PAY 00600
INTERNAL INVESTIGATION	POL 00600
INTERNAL INVESTIGATIONS	POL 05880
INTERVIEWS	POL 05900
INTOXILYZER TEST RESULTS	POL 04200
INVENTORIES	ADM 03400
INVENTORY OF PORTABLE RECORDING SYSTEMS TECHNOLOGY	POL 05910
INVENTORY SHEETS	LIQ 01000
INVESTIGATIVE FILES	ATT 00600
INVESTMENT DOCUMENTS	FIN 03200
INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP)	FIN 03300
JAIL INSPECTION LOGS	POL 05350
JAIL REGISTER	POL 05400

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RECORD SERIES TITLE	RECORD SERIES CODE
JOB / POSITION DESCRIPTIONS	HRS 02200
JOURNAL ENTRY SUPPORT	FIN 03400
LABOR UNION - DISPUTES	HRS 02300
LABOR UNIONS - NEGOTIATING DATA	HRS 02400
LABORATORY ACTIVITIES	HEA 01800
LANDFILL/GARBAGE DUMP SITES	WST 00900
LEASE OF REAL PROPERTY	CON 00700
LIABILITY RELEASES	POL 00700
LIBRARY CARD	LIB 00900
LICENSE BONDS	BON 00800
LICENSING, CERTIFICATION AND ACCREDITATION	HEA 01900
LIENS	ADM 03700
LIQUOR LICENSE	PER 02100
LOANS-INTERLIBRARY	LIB 01000
LOG SHEETS	POL 00800
LONG TERM DISABILITY (LTD)	INS 01100
LOST ITEM REIMBURSEMENT RECORDS	LIB 01100
MAILING LISTS	P&R 01100
MAINTENANCE PUMP STATIONS	UTL 01900
MAINTENANCE RECORDS - CITY EQUIPMENT	ADM 03900
MAINTENANCE RECORDS - CITY PROPERTY	ADM 03800
MAINTENANCE/INSPECTION OF FACILITIES	PWM 01350
MANHOLE CONDITION FIELD REPORTS/SUMMARY SHEETS	PWM 01400
MANHOLE REPAIR REPORT	PWM 01500
MANUALS - CITY EQUIPMENT	ADM 04000
MAPS - TOPOGRAPHICAL	PWE 00800
MAPS & HALF SECTION	PLZ 00800
MAPS, CONSTRUCTION	PWE 00700
MASSAGE LICENSE	PER 02200
MASTER LIST	ELE 01800
MASTER NAME FILE	POL 04500
MASTER NAME FILE	POL 04600
MECHANICAL AMUSEMENT DEVICE LICENSE	PER 02300
MEETING ROOM REQUEST	LIB 01200
METER READING CARDS/SHEETS	UTL 02000
METER RECORDS	UTL 02100
MICROFILM INDEX	RMG 00300
MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME IMPROVEMENT LOANS	HRA 00700
MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME PURCHASE LOANS	HRA 00800
MINUTES	CEM 00600
MINUTES - CITY COUNCIL	ADM 04300
MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS	ADM 04400
MNDOT CORRESPONDENCE	PWM 01600
MOTOR VEHICLE LICENSE	PER 02400
MOVING PERMIT	PER 02500

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RECORD SERIES TITLE	RECORD SERIES CODE
MUG SHOTS-ADULT	POL 04700
MUG SHOTS-JUVENILE	POL 04720
NEWSLETTERS	LIB 01500
NEWSLETTERS - CITY GENERATED	ADM 04500
NEWSPAPER CLIPPINGS / SCRAPBOOKS	ADM 04600
NOMINATING PETITIONS	ELE 01300
NOTICE OF MEETINGS - CITY COUNCIL & BOARDS & COMMISSIONS	ADM 04700
NOTICE OF SPILL(S)	WST 01200
NOTICES OF COMMERCIAL HAZARDOUS SUBSTANCE	WST 01100
OATH OF OFFICE	ELE 01400
OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS	ADM 04800
OATH OF OFFICE - POLICE OFFICERS, COMMUNITY SERVICE OFFICERS, ANIMAL CONTROL OFFICERS, CITY STAFF WHO ISSUE CITATIONS	ADM 04900
OATH OF RESIDENCE / VOUCHER FORMS	ELE 01500
OCCUPANCY PERMITS/INSPECTION FILES	FIR 01600
OPEN BURNING PERMITS	WST 01300
OPERATION I.D.	POL 02600
ORDINANCES & RESOLUTIONS ADOPTED	ADM 05000
ORGANIZATIONAL CHARTS - CITY	ADM 05200
OSHA - CITATIONS OF PENALTY	HRS 04500
OSHA - EMPLOYEE EXPOSURE RECORDS	HRS 04700
OSHA REPORTS	HRS 04600
OUTAGE REPORTS	UTL 02160
OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS	LIB 01600
OWNER INDEX	CEM 00700
PARK & REC SECURITY TAPES	P&R 02450
PARK ACQUISITIONS	P&R 01400
PARK MASTER PLAN	P&R 01500
PARKING METER REPORTS/RECORDS	PER 02510
PARKING PERMIT	PER 02520
PARKLAND DEDICATION VALUATIONS	ASG 01400
PARTICIPATION DATA	P&R 01600
PATIENT MASTER INDEX	HEA 02000
PAWN SHOP RECORDS	POL 00910
PAWNBROKERS / PRECIOUS METAL / SECOND-HAND DEALER LICENSE	PER 02600
PAY EQUITY IMPLEMENTATION REPORT	HRS 02700
PAY EQUITY PLAN/SUMMARY	HRS 03000
PAY EQUITY PROFILES	HRS 02800
PAY EQUITY QUESTIONNAIRE BOOKS	HRS 02900
PAY EQUITY WORKPAPERS	HRS 03100
PAYMENT BONDS	BON 00900
PAYROLL LEDGER / JOURNAL	PAY 00900
PAYROLL REPORTS	PAY 00800
PAYROLL REPORTS - STATE & FEDERAL	PAY 01000
PAYROLL WORKSHEETS	PAY 01100
PEAK DEMAND REPORTS	UTL 02130
PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE	PER 02700

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RECORD SERIES TITLE	RECORD SERIES CODE
PENSION & RETIREMENT REPORTS	PAY 01200
PERA REPORTS / PENSION FILES	PAY 01300
PERFORMANCE BONDS	BON 01000
PERMIT BONDS	BON 01100
PERMITS	P&R 01700
PERMITS - STREET OPENING	PWE 00900
PERPETUAL CARE FLOWER FUND CERTIFICATES	CEM 00900
PERPETUAL CARE SERVICE LEDGER	CEM 00800
PERSONNEL FILES	HRS 03300
PETITIONS	ADM 05300
PETITIONS (COURT) - VALUATIONS	ASG 01500
PETITIONS RELATING TO ZONING REQUESTS	PLZ 01100
PETTY CASH REPORTS	LIB 01700
PHARMACY DATA	HEA 02100
PHARMACY INSPECTION REPORTS	HEA 02200
PHOTOGRAPHS	ADM 05350
PHOTOGRAPHS	POL05920
PLANNING CASE FILE	PLZ 01200
PLANS & SPECIFICATIONS	PWE 01100
PLASTERING LICENSE	PER 02800
PLAT	CEM 01000
PLAT FILES - FINAL PLAT	PLZ 01300
PLAT FILES - PRELIMINARY PLAT	PLZ 01400
PLUMBER'S REGISTRATION	PER 02810
PLUMBING INSPECTION RECORD	BUI 01200
PLUMBING PERMITS	PER 02900
POLICE CLEARANCE LETTERS / NOTARIZED NAME SEARCH	POL 01000
POLICIES - ALL INSURANCE POLICIES	INS 01240
POLICIES & PROCEDURES	ADM 05400
POLICIES & PROCEDURES/RULES & REGULATIONS	HRS 03400
POLLING PLACE AGREEMENTS	ELE 01600
POLLING PLACE ROSTERS	ELE 01700
POOL LICENSE	PER 03000
POOL/BEACH PASS FORMS	P&R 01800
PRESS RELEASES	ADM 05500
PRICE LIST	LIQ 01100
PRISONER PROPERTY RECEIPTS	POL 05500
PROBLEM STREET AREA REPORTS	PWM 01700
PROCEDURES	RMG 00400
PROCLAMATIONS	ADM 05600
PROGRAM DESCRIPTIONS	HEA 02300
PROGRAM FILES	HRA 01100
PROGRAM FILES	P&R 01950
PROJECT CORRESPONDENCE	ADM 05700
PROJECT FILES - SPECIAL ASSESSMENTS	ASG 01600
PROJECT RECORDS	PWE 01200

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RECORD SERIES TITLE	RECORD SERIES CODE
PROJECT RECORDS	PWE 01300
PROJECT RECORDS	PWE 01400
PROPERTY - MORTGAGES, OPTIONS, PURCHASE OF	CON 00800
PROPERTY - RECORD CARDS/ASSESSMENTS	ASG 02200
PROPERTY ACQUISITION	HRA 01200
PROPERTY FILES	ATT 00700
PROSECUTION / LAW ENFORCEMENT FILES	ATT 00800
PUBLIC ASSISTANCE VOUCHER RECORDS	POL 01500
PUBLIC PROPERTY USE APPLICATIONS	PER 03010
PUBLICATIONS - CITY-GENERATED	ADM 05900
PUBLICITY	LIB 01800
PUMPING REPORTS	UTL 02200
PURCHASE ORDERS	FIN 03800
QUARTERLY WITHHOLDING TAX RETURN	PAY 01350
RADIO LOGS / CAD	POL 02800
REAL ESTATE DATA CARDS / FIELD CARDS	ASG 02400
REAL PROPERTY - BIDS & ESTIMATES	PLZ 01600
REAL PROPERTY APPRAISALS	PLZ 01500
REBATE APPLICATIONS	PWE 01450
RECEIPTS & RECEIPT BOOKS	FIN 04000
RECLAMATION AGREEMENTS	WST 01400
RECONCILIATION REPORTS	PWM 01750
RECORD OF BURIALS, TRANSFERS, ETC	CEM 01100
RECORDINGS - AUDIO	ADM 05960
RECORDINGS - AUDIO/VIDEO	ADM 05950
RECORDINGS - AUDIO/VIDEO - GENERAL	ADM 05970
RECORDINGS - AUDIO/VIDEO - HISTORICAL	ADM 05980
RECORDINGS - AUDIO/VIDEO - PROJECTS	ADM 05990
RECORDS CHECKOUT REQUEST	RMG 00600
RECORDS DISPOSITION AUTHORIZATION	RMG 00700
RECORDS INVENTORIES	RMG 00500
RECORDS INVENTORY REPORT	RMG 00800
RECORDS MANAGEMENT MANUAL	RMG 00900
RECORDS RETENTION SCHEDULES	RMG 01000
RECORDS TRANSFER/TRANSMITTAL LIST	RMG 01100
RECRUITMENT FILES	HRS 03500
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RECYCLING BROCHURES	WST 01600
REFORESTATION PROGRAM	PWM 01800
REGISTRATION FORMS	P&R 02000
RENTAL AGREEMENTS / CONTRACTS	P&R 02100
RENTAL APPLICATION/LICENSE	PER 03020
RENTAL INSPECTION RECORDS	BUI 01210
REPORTS HAZARDOUS WASTE	WST 01700
REPORTS AND STUDIES	UTL 02400
REPORTS OF INJURIES OF PARTICIPANTS	P&R 02200

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RECORD SERIES TITLE	RECORD SERIES CODE
REPOSSESSION LOGS	POL 04840
REPRIMANDS / DISCIPLINARY ACTION	HRS 03600
REQUEST TO INSPECT POLICE REPORT	POL 01600
REQUISITIONS - DEPARTMENT COPY	FIN 04300
REQUISITIONS FOR PERSONNEL	HRS 03700
RESEARCH DATA	HEA 02400
REVENUE REPORTS - MONTHLY SUMMARIES	FIN 04400
REVENUE REPORTS - YEAR END SUMMARIES	FIN 04500
REZONING FILE	PLZ 01700
RIGHT-OF-WAY DOCUMENTS	PWE 01500
ROSTER	P&R 02300
RULES & REGULATIONS, FIRE DEPT	FIR 01700
SAFETY COMMITTEE AGENDA & MINUTES	HRS 04800
SAFETY DATA SHEETS	WST 01750
SAFETY MANUAL	HRS 04900
SALARY DETERMINATION FOR NON-UNION EMPLOYEES	HRS 03750
SALES REPORTS	LIQ 01400
SALES TAX	FIN 04550
SAUNA LICENSE	PER 03100
SCHEDULES	P&R 02400
SEARCH COPIES	ASG 02800
SECTION 8 CLIENTS	HRA 01300
SECTION 8 REIMBURSEMENT REQUESTS	HRA 01400
SERVICE LINE AND ADDRESS CARDS	UTL 02500
SERVICE REQUESTS	UTL 02600
SEWER AVAILABILITY REPORT	BUI 01220
SEWER BACKUP RECORDS	UTL 02630
SEWER CLEANING REPORTS	UTL 02700
SEWER DISCHARGE PERMITS	UTL 02800
SEWER MAIN BREAK RECORDS	UTL 02830
SEWER TELEVISIONING REPORT	UTL 02850
SEXUALLY ORIENTED BUSINESS LICENSE	PER 03110
SHELF LIST / INVENTORY	LIB 01900
SHORT TERM DISABILITY (STD)	INS 01450
SHUT OFF LIST	UTL 02900
SIDEWALK REPAIR RECORDS	PWM 02000
SIGN INSPECTION RECORD	BUI 01300
SIGN PERMIT	PER 03120
SIGN PLAN VARIANCES / APPROVALS / INSPECTION RECORDS	PLZ 01800
SIGN UP SHEETS	HRS 05100
SITE PLAN FILE - APPROVED	PLZ 01900
SITE PLAN FILE - NOT APPROVED	PLZ 02000
SLUDGE DISPOSAL	WST 01800
SNOW REMOVAL EMERGENCY PLANS	PWM 02100
SNOW REMOVAL LOGS	PWM 02200
SOLID WASTE, GARBAGE, REFUSE AND RECYCLERS LICENSE/PERMIT	PER 03200

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RECORD SERIES TITLE	RECORD SERIES CODE
SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS	ASG 02900
SPECIAL ASSESSMENT RECEIPTS AND ROLLS	ASG 03000
SPECIAL COMMITTEE REPORTS	ADM 06000
SPECIAL EVENTS & PROGRAMS	LIB 02000
SPECIAL USE PERMIT FILE	PLZ 02100
STATEMENT OF ECONOMIC INTEREST	ELE 02200
STATISTICAL REPORTS	HEA 02500
STATISTICAL REPORTS / SUPPLEMENTAL REPORTS	POL 01700
STORM SEWER LIFT STATIONS PUMP REPORTS	PWM 02700
STORM WATER MANAGEMENT RECORDS	PWE 01600
STREET COMPOSITION REPORTS	PWM 02300
STREET INDEXES	PWE 01650
STREET INVENTORY / CONDITION / RESURFACING RECORDS	PWM 02400
STREET NAME CHANGE (APPROVED)	ADM 06100
STREET NAME CHANGE (NOT APPROVED)	ADM 06200
STREET PATCH REQUESTS	PWM 02500
STREET REGULATIONS	PWE 01700
STREET REGULATIONS	PWE 01800
STREET USE PERMIT	PER 03300
STREET UTILITY SERVICE LINES	PWE 01000
STUDENT LOAN FORGIVENESS FORMS	HR 03450
STUDIES & REPORTS	LIB 02100
SUBSCRIPTIONS / SIGN-UPS	ADM 06300
SUMMARY STATEMENT	ELE 02300
SUPPLY EQUIPMENT LISTS	P&R 02500
SURCHARGE REPORT	BUI 01310
SURVEY / RESEARCH RAW DATA	ADM 03650
SURVEY / RESEARCH RAW DATA	ADM 06350
SURVEYS, PROPERTY	PLZ 02200
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION RECORDS	FIN 04600
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS	FIN 04650
TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - AUDITED	FIN 04660
TAXI LICENSES	PER 03400
TEST RESULTS	WST 01900
THEATER LICENSE	PER 03410
TICKET SALES REPORTS	P&R 02600
TIME SHEETS	PAY 01400
TITLES TO MUNICIPAL VEHICLES & EQUIPMENT	ADM 06400
TRAFFIC COUNT MAP	PWE 01860
TRAFFIC MONITORING DEVICES	POL 04820
TRAFFIC REPORTS / STUDIES	PWE 01850
TRAINING MATERIALS	HRS 05300
TRAINING RECORDS - FOR EACH INDIVIDUAL	HRS 05400
TRAINING RECORDS & REPORTS FOR OFFICERS	POL 01750

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RECORD SERIES TITLE	RECORD SERIES CODE
TRAINING RECORDS / INDIVIDUAL CERTIFICATIONS	FIR 01750
TRANSPORT INFORMATION	WST 02000
TRANSPORTATION SERVICE	P&R 02700
TRAVEL EXPENSE RECORDS	FIN 04700
TREASURER'S REPORT - MONTHLY	FIN 04710
TREE DISEASE CONTROL	PWM 02800
TREE TRIMMING/REMOVAL LICENSE	PER 03420
TUBERCULOSIS PREVENTION & CONTROL	HEA 02600
TUBERCULOSIS PREVENTION & CONTROL	HEA 02700
UNCLAIMED PROPERTY RECORDS (SENT TO STATE)	FIN 04750
UNEMPLOYMENT CLAIMS/COMPENSATION	HRS 04000
UNIFORM HAZARDOUS WASTE MANIFESTS	WST 02100
UNMANNED AERIAL VEHICLE DATA (DRONE)	POL 05925
USE OF FORCE	POL 05930
UTILITY ACCOUNT CHANGE ORDERS	UTL 03000
UTILITY PAYMENT STUB	UTL 03050
VACATION & LEAVE REQUESTS	PAY 01500
VACATION FILES	PLZ 02300
VALIDATION REPORTS (from State)	POL 04870
VALUATION CHANGE ORDER - PAPER	ASG 03350
VALUATION LISTS	ASG 03400
VALUE IN EXCESS OF PURCHASE PRICE (VIEPP)	HRA 01600
VARIANCE FILES	PLZ 02400
VEHICLE IMPOUNDS	POL 04900
VEHICLE SAFETY INSPECTION REPORTS	PWM 02900
VETERANS PREFERENCE ELECTION FORM	HRS 04050
VIDEO TAPE OF BOOKING	POL 05940
VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE	FIR 01900
VOLUNTEER GROUPS RECORDS	LIB 02200
VOLUNTEER PERSONNEL RECORDS	LIB 02300
VOLUNTEER RECORDS	ADM 06500
VOLUNTEER RECORDS	HEA 02800
VOTER RECEIPTS	ELE 02400
W-2 STATEMENTS - EMPLOYERS COPY	PAY 01600
W-3 STATEMENTS	PAY 01700
W-4 FORM - ORIGINALS	PAY 01800
W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION	FIN 04770
WAGE ASSIGNMENTS	HRS 04100
WARRANT REQUESTS	HRA 01700
WASTEWATER MANAGEMENT RECORDS	UTL 03070
WATER AND SEWER ANALYSIS	UTL 03100
WATER MAIN BREAK RECORDS	UTL 03200
WATER METER REPLACEMENT SHEETS	UTL 03300
WATERCRAFT INSPECTIONS	PWM 02960
WATERSHED DISTRICT RECORDS	PWE 02100
WEED COMPLAINT & REPORTS	PWM 03000
WEIGHT TICKETS	PWE 02200
WELL PERMITS	UTL 03400
WETLAND RECORDS	PER 03450

General Records Retention Schedule for Minnesota Cities Index

RECORD SERIES TITLE

RECORD SERIES CODE

WOMEN, INFANTS & CHILDREN (WIC) HEALTH PROGRAM	HEA 02900
WORK ORDERS	FIN 05000
WORK SCHEDULE FILES	LIB 02400
WORKERS COMP PROOF OF PAYMENT	PAY 01900
WORKERS' COMPENSATION CLAIM REGISTER	INS 01600
WORKERS' COMPENSATION CLAIMS	INS 01550
WRECKING PERMIT	PER 03500
ZONING FILES	PLZ 02500

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 00100	ABSTRACT & CERTIFICATES OF TITLES:	Length of Ownership	Public	
ADMINISTRATION	ADM 00200	AFFIDAVIT OF MAILING Certified list of property owners.	6	Public	
ADMINISTRATION	ADM 00300	AFFIDAVITS OF PUBLICATIONS GENERAL NOTICES i.e. bonds, improvement projects, assessment hearings and liquor licenses.	6	Public	
ADMINISTRATION	ADM 00400	AFFIDAVITS OF PUBLICATIONS Ordinances and Resolutions.	Permanent	Public	
ADMINISTRATION	ADM 00500	AGENDA PACKETS City Council and various Boards, Commissions, Committees and Councils that are Council approved or appointed.	Permanent	Public/Private	MS 13.601
ADMINISTRATION	ADM 00650	AGENDA PACKETS - MISCELLANEOUS Various commissions, boards, and committees not council approved or appointed.	3	Public	
ADMINISTRATION	ADM 00700	AGREEMENTS - TRUST Documents relating to property the city has acquired through donations or wills.	Permanent	Public	
ADMINISTRATION	ADM 00800	AIRPORT DEVELOPMENT / PLANNING Includes minutes of airport commission, committee and major reports, and planning documents.	Permanent	Public	
ADMINISTRATION	ADM 00900	AIRPORT OPERATIONS / MAINTENANCE	6	Public	
ADMINISTRATION	ADM 01000	ANNUAL REPORTS City or departmental.	Permanent	Public	
ADMINISTRATION	ADM 01100	APPOINTMENT FILES Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including application to commission.	2 after appointed period	Public/Private	MS 13.43, Subd. 3, MS 13.601
ADMINISTRATION	ADM 01110	APPOINTMENT FILES - NOT APPOINTED	1	Public/Private	MS 13.43, Subd. 3, MS 13.601

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 01200	ARTICLES OF INCORPORATION	Permanent	Public	
ADMINISTRATION	ADM 01300	ATTORNEY OPINIONS-OFFICIAL COPY Official opinions of city attorney.	Permanent	Public/Private/Non-Public	MS 13.393, MS 13.39
ADMINISTRATION	ADM 01400	BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S - ACCEPTED	10 after completion of project	Public/Non-Public	MS 13.37, Subd. 2, MS 13.591
ADMINISTRATION	ADM 01500	BIDS, QUOTATIONS, SPECIFICATIONS & RFP'S & - NOT ACCEPTED	6	Public/Protected Non-Public until all bids are opened.	MS 13.37, MS 13.591
ADMINISTRATION	ADM 01800	BUDGET - OFFICIAL COPY Includes city and/or departmental budgets.	Permanent	Public	
ADMINISTRATION	ADM 01900	BUDGET - SUPPORT / WORKING PAPERS	2	Public	
ADMINISTRATION	ADM 02000	BYLAWS - COMMISSIONS AND BOARDS	Permanent	Public	
ADMINISTRATION	ADM 02100	CENSUS REPORTS - CITY GENERATED Reports and any protests to census.	Permanent	Public	
ADMINISTRATION	ADM 02200	CHARTER Attorney's opinions, petitions, correspondence, etc.	Permanent	Public	
ADMINISTRATION	ADM 02300	CITY CODE/CODE OF ORDINANCES Complete list of ordinances.	Permanent	Public	
ADMINISTRATION	ADM 02400	CITY ORDINANCE VIOLATIONS Letters stating violations, court actions, etc.	5	Public	
ADMINISTRATION	ADM 02500	CITY SEAL	Permanent	Public	
ADMINISTRATION	ADM 02600	COMPLAINTS - REAL PROPERTY By citizens about the use of real property.	7	Public/Private/Confidential	MS 13.44

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 02700	COMPLAINTS - GENERAL General city services, maintenance, repair, citizen complaints.	1 after action completed	Public	
ADMINISTRATION	ADM 02800	COPYRIGHTS & PATENTS	Until expired	Public	
ADMINISTRATION	ADM 02900	CORRESPONDENCE - GENERAL	3	Public	
ADMINISTRATION	ADM 03000	CORRESPONDENCE - HISTORICAL Correspondence to/from mayor, city manager, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization, or individual.	Permanent	Public/Private	MS 13.601
ADMINISTRATION	ADM 03050	CORRESPONDENCE - MESSAGES Transitory messages, e-mail, social media, or phone messages of short-term interest which are considered incidental and non-vital correspondence. Note: Messages which relate to transactions of city business should be retained in accordance with applicable retention schedule. Data Practices classification for this is public.	Until read	Public	
ADMINISTRATION	ADM 03070	DATA PRACTICES REQUEST	3	Public/Private	
ADMINISTRATION	ADM 03100	DEPARTMENTAL REPORTS Annual.	Permanent	Public	
ADMINISTRATION	ADM 03200	DEPARTMENTAL REPORTS Monthly/ semi-annual.	1	Public	
ADMINISTRATION	ADM 03300	GRANTS Miscellaneous grant programs and stipulations.	Consult issuing agency. Typically 3 after audit State CFR 24.42, 6 after audit Federal 28USC2415(b)	Public, unless otherwise required by other governmental agency.	MS 13.599
ADMINISTRATION	ADM 03400	INVENTORIES Reports, equipment supplies, etc.	Until Superseded	Public	
ADMINISTRATION	ADM 03650	SURVEY / RESEARCH RAW DATA	While active		

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 03700	LIENS	10	Public	
ADMINISTRATION	ADM 03800	MAINTENANCE RECORDS - CITY PROPERTY All buildings.	3	Public	
ADMINISTRATION	ADM 03900	MAINTENANCE RECORDS - CITY EQUIPMENT Vehicles, heavy equipment, office and telephone equipment. May include maintenance agreements, contracts, bids, correspondence, etc.	Length of ownership and after audit	Public	
ADMINISTRATION	ADM 04000	MANUALS - CITY EQUIPMENT Instructions or maintenance manuals of office equipment.	Until removed or superseded	Public	
ADMINISTRATION	ADM 04300	MINUTES - CITY COUNCIL	Permanent	Public	
ADMINISTRATION	ADM 04400	MINUTES - VARIOUS BOARDS, COMMISSIONS, COMMITTEES & COUNCILS Including Planning, HRA, EDA, Park & Recreation, Zoning, Traffic & Transportation, Charter Commission, Advisory Council, etc.	Permanent	Public	
ADMINISTRATION	ADM 04500	NEWSLETTERS - CITY GENERATED	Permanent	Public	
ADMINISTRATION	ADM 04600	NEWSPAPER CLIPPINGS / SCRAPBOOKS For reference purposes only.	Discard when no longer needed	Public	
ADMINISTRATION	ADM 04700	NOTICE OF MEETINGS - CITY COUNCIL & BOARDS & COMMISSIONS City-generated.	6	Public	
ADMINISTRATION	ADM 04800	OATH OF OFFICE - ELECTED & APPOINTED OFFICIALS Signed oaths by elected or appointed officials to various boards, commissions and committees.	5 after service	Public	
ADMINISTRATION	ADM 04900	OATH OF OFFICE - POLICE OFFICERS, COMMUNITY SERVICE OFFICERS, ANIMAL CONTROL OFFICERS, CITY STAFF WHO ISSUE CITATIONS	5 after termination or retirement	Public	
ADMINISTRATION	ADM 05000	ORDINANCES & RESOLUTIONS ADOPTED	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 05200	ORGANIZATIONAL CHARTS - CITY	Until superseded	Public	
ADMINISTRATION	ADM 05300	PETITIONS	5	Public	
ADMINISTRATION	ADM 05350	PHOTOGRAPHS - CITY GENERATED	Until no longer relevant		
ADMINISTRATION	ADM 05400	POLICIES & PROCEDURES Documents the policies and procedures of the city.	Until superseded	Public	
ADMINISTRATION	ADM 05500	PRESS RELEASES	1	Public	
ADMINISTRATION	ADM 05600	PROCLAMATIONS Related to subject or action.	1 after recorded or filing of action	Public	
ADMINISTRATION	ADM 05700	PROJECT CORRESPONDENCE With state and federal agencies, not including general correspondence.	6 or subject to state or federal requirements	Public	
ADMINISTRATION	ADM 05900	PUBLICATIONS - CITY-GENERATED Including brochures, booklets, informational pamphlets, etc.	Until superseded	Public	
ADMINISTRATION	ADM 05950	RECORDINGS - AUDIO/VIDEO For non-closed meetings.	3 months after minutes are approved	Public	
ADMINISTRATION	ADM 05960	RECORDINGS - AUDIO For closed meetings.	Labor Negotiations 3 years; Security Information 4 years; Purchase or sale of real property 8 years	Non-Public/Public	MS 13D.05, MS 13.37, MS 13D.03
ADMINISTRATION	ADM 05970	RECORDINGS - AUDIO/VIDEO - GENERAL Including entertainment, training, cable segments and other miscellaneous recordings.	Until superseded	Public	
ADMINISTRATION	ADM 05980	RECORDINGS - AUDIO/VIDEO - HISTORICAL	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ADMINISTRATION	ADM 05990	RECORDINGS - AUDIO/VIDEO - PROJECTS	File with projects or keep as long as projects are retained	Public	
ADMINISTRATION	ADM 06000	SPECIAL COMMITTEE REPORTS Final reports.	Permanent	Public	
ADMINISTRATION	ADM 06100	STREET NAME CHANGE (APPROVED) Petitions, studies, engineer's reports, etc.	Permanent	Public	
ADMINISTRATION	ADM 06200	STREET NAME CHANGE (NOT APPROVED) Petitions, studies, engineer's reports, etc.	2 after recorded or filing of action	Public	
ADMINISTRATION	ADM 06300	SUBSCRIPTIONS / SIGN-UPS Citizen	Until superseded	Public/Private	MS 13.356
ADMINISTRATION	ADM 06350	SURVEY / RESEARCH RAW DATA	While active	Public	
ADMINISTRATION	ADM 06400	TITLES TO MUNICIPAL VEHICLES & EQUIPMENT	Length of ownership	Public	
ADMINISTRATION	ADM 06500	VOLUNTEER RECORDS Applications, background checks, etc	2 years after separation		

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 00050	ABATEMENTS All documents to support a value or classification change for previous assessment year.	6	Public	
ASSESSING	ASG 00100	APPLICATIONS FOR CLASSIFICATION Class change for tax benefit.	2	Public	
ASSESSING	ASG 00200	APPRAISALS - PROPERTY Tax Court.	6	Public	
ASSESSING	ASG 00300	ASSESSMENT NOTIFICATION LETTERS Letters sent out property owners regarding special assessments.	6	Public	
ASSESSING	ASG 00400	CERTIFICATE OF REAL ESTATE VALUE (CRV) Electronic Certificates of Real Estate Value are available at the MN Department of Revenue website.	4	Public	
ASSESSING	ASG 00500	CLASSIFICATION LISTS	1	Public	
ASSESSING	ASG 00600	DEFERMENT APPLICATION Verifications of income, ownership, etc.	Retain until removed or superseded	Private/Non-Public	MS 13.51, subd. 2, MS 13.52
ASSESSING	ASG 00700	DIVISIONS AND COMBINATIONS OF REAL PROPERTY	5	Public	
ASSESSING	ASG 00720	EXCLUSION APPLICATIONS Legislated mandated programs administered by City.	Until removed or superseded	Public	
ASSESSING	ASG 00750	GREEN ACRE LAND & AGRICULTURE PRESERVE APPLICATIONS Forms submitted by property owners to qualify for green acres and/or agriculture preserve classifications usually to obtain a tax break.	Until removed or superseded.	Public/Private	MS 13.355
ASSESSING	ASG 00780	HOME IMPROVEMENT VALUE EXCLUSION (THIS OLD HOUSE LAW) Completed improvement application form by home owner used to defer improvement amount for a 10 year period from property taxes in whole or part on homes that are 35 years or older. (Expires 12/31/2002 - county should retain the original.)	10	Public/Private	MS 13.355

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 00800	HOMESTEAD APPLICATION REQUESTS	3 after property no longer qualifies as a homestead	Public/Private	Privacy Act CFR. 405.42
ASSESSING	ASG 00900	HOMESTEAD APPLICATIONS CARDS	Destroy cards prior to 1993. Retain future cards 3 yrs. after property ceases homestead status or change of ownership	Public/Private	Privacy Act CFR.405.42
ASSESSING	ASG 01000	HOMESTEAD PRINT-OUT LIST Annual.	2	Public	
ASSESSING	ASG 01200	INCOME INFORMATION - NON-COURT TAX DATA Apartment, commercial and industrial.	4	Non-Public/Private	MS 13.51, subd.2
ASSESSING	ASG 01400	PARKLAND DEDICATION VALUATIONS Appraiser's values, reports, etc.	6	Public	
ASSESSING	ASG 01500	PETITIONS (COURT) - VALUATIONS Assessors reports, correspondence, etc.	6 from final resolution	Public/Private	MS 13.39
ASSESSING	ASG 01600	PROJECT FILES - SPECIAL ASSESSMENTS Petitions, notifications to property owners, plans and specifications, improvement reports, and appraisals, assessment reports, etc.	Permanent	Public	
ASSESSING	ASG 02200	PROPERTY - RECORD CARDS/ASSESSMENTS	Permanent	Public	
ASSESSING	ASG 02400	REAL ESTATE DATA CARDS / FIELD CARDS Working copy.	2	Public	
ASSESSING	ASG 02800	SEARCH COPIES Special Assessments.	1	Public	
ASSESSING	ASG 02900	SPECIAL ASSESSMENT PROJECT APPROVALS & SPECIAL BENEFIT VALUATIONS	Permanent	Public	
ASSESSING	ASG 03000	SPECIAL ASSESSMENT RECEIPTS AND ROLLS	6 after final payment of assessment.	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ASSESSING	ASG 03350	VALUATION CHANGE ORDER - PAPER After assessment made.	3	Public	
ASSESSING	ASG 03400	VALUATION LISTS Assessment book.	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ATTORNEY	ATT 00200	ATTORNEY OPINIONS Official opinions regarding questions of legal rights or liabilities affecting operating departments.	10	Public/Private/Non-Public	MS 13.393, MS 13.39
ATTORNEY	ATT 00300	CIVIL LITIGATION FILES Judgements, settlements, releases, correspondence.	10 after last court activity	Public/Private/ Confidential/Protected Non-Public	MS 13.39
ATTORNEY	ATT 00400	CORRESPONDENCE - ATTORNEY Correspondence and reports related to the legal review of city functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages.	6	Public	
ATTORNEY	ATT 00500	CRIMINAL LITIGATION FILES Documents litigation involving the city. Work papers, copies of police records (originals filed with P.D.) briefs and pleadings, probation records and other court records (orig. filed with the court).	2 after last court activity	Public/Private/ Confidential/Protected Non-Public	MS 13.393, MS 13.82
ATTORNEY	ATT 00600	INVESTIGATIVE FILES Includes requests for investigation, work papers, and final reports. Research conducted but no litigation takes place.	3	Public/Private/Confiden tial/Protected Non- Public	MS 13.39
ATTORNEY	ATT 00700	PROPERTY FILES Files involving land acquisitions, condemnations, land sales, lawsuits related to property platting, registration, proceedings subsequent, title issues, assessments, land use issues, development agreements, etc. Files will include correspondence, deeds, titles, affidavits, death certificates, sale appraisals, court documents, research, attorney's opinions, abstracts, and pictures.	10 after either filing with County or last court activity or last file activity	Public/Private/ Confidential/Protected Non-Public	MS 13.39
ATTORNEY	ATT 00800	PROSECUTION/LAW ENFORCEMENT FILES Reference sources and prosecution functions and techniques.	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
BONDS	BON 00100	APPEARANCE BONDS	6 after completion of contract	Public	
BONDS	BON 00150	BONDS - CITY OFFICIALS	6 after termination	Public	
BONDS	BON 00200	BOND & INTEREST COUPON REGISTER	6 after payment	Non-Public/Private	MS 475.55
BONDS	BON 00300	BOND SALE TRANSCRIPTS Resolutions, etc.	After maturity	Public	
BONDS	BON 00400	CANCELED/PAID BONDS, COUPONS & CERTIFICATES OF DESTRUCTION	6 after paid/audit	Public	MS 475.553
BONDS	BON 00500	CONTRACTOR LICENSE BONDS Certificate of insurance, application, etc.	6 after completion of contract	Public	
BONDS	BON 00600	FIDELITY BONDS	6 after completion of contract	Public	
BONDS	BON 00700	INDEMNITY BONDS Lost stock certificates.	6	Public	
BONDS	BON 00800	LICENSE BONDS	6 after completion of contract	Public	
BONDS	BON 00900	PAYMENT BONDS Letters of reduction, etc.	6 after completion of contract	Public	
BONDS	BON 01000	PERFORMANCE BONDS Letters of reduction, etc.	6 after completion of contract	Public	
BONDS	BON 01100	PERMIT BONDS Letters of reduction, etc.	6 after completion of contract	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
BUILDING INSPECTIONS	BUI 00100	BUILDING INSPECTION RECORDS - NOT FINAL Includes grading, demolition.	1	Public	
BUILDING INSPECTIONS	BUI 00150	BUILDING INSPECTION RECORDS - FINAL	Life of property	Public	
BUILDING INSPECTIONS	BUI 00200	BUILDING PLANS - COMMERCIAL, INDUSTRIAL Includes architectural, design specifications, structural & utility plans.	15, or until superseded with complete set.	Public/Private/Non-Public	MS 13.37, Subd. 1b, MS 541.051
BUILDING INSPECTIONS	BUI 00300	BUILDING PLANS: RESIDENTIAL Includes architectural, design specifications, structural & utility plans.	1 after completion of project.	Public/Private/Non-Public	MS 13.37, Subd. 1b
BUILDING INSPECTIONS	BUI 00400	CERTIFICATE OF OCCUPANCY	Permanent	Public	
BUILDING INSPECTIONS	BUI 00410	CERTIFICATE OF SURVEY Survey of property.	Permanent	Public	
BUILDING INSPECTIONS	BUI 00500	CODE COMPLIANCE INSPECTION Point of conveyance.	Until new ownership	Public	
BUILDING INSPECTIONS	BUI 00600	ELECTRICAL INSPECTION RECORD	Life of Property	Public	
BUILDING INSPECTIONS	BUI 00700	FIRE INSPECTION RECORD - ANNUAL Multiple dwelling/commercial.	5 (Per MN State Fire Code 104.6)	Public	
BUILDING INSPECTIONS	BUI 00800	HEATING / VENTILATION INSPECTION RECORD Includes heating, a/c, ventilating, fireplace.	Permanent	Public	
BUILDING INSPECTIONS	BUI 00900	HOUSING INSPECTION RECORD Change of ownership, point of sale.	6	Public	
BUILDING INSPECTIONS	BUI 01000	INSPECTION NOTICES TO HOMEOWNER, VIOLATOR, ETC. Includes inspection request correction notice, violation notice, referral form, grading site access, special inspections by third party, zoning complaints.	1 after correction unless unusual circumstances occur (i.e. environment)	Public	
BUILDING INSPECTIONS	BUI 01100	INSPECTOR REPORTS Daily, monthly, quarterly.	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
BUILDING INSPECTIONS	BUI 01200	PLUMBING INSPECTION RECORD	Life of Property	Public	
BUILDING INSPECTIONS	BUI 01210	RENTAL INSPECTION RECORDS	Until superseded	Public	
BUILDING INSPECTIONS	BUI 01220	SEWER AVAILABILITY REPORT And supplemental documentation submitted to Met Council.	2	Public	
BUILDING INSPECTIONS	BUI 01300	SIGN INSPECTION RECORD	Life of Property	Public	
BUILDING INSPECTIONS	BUI 01310	SURCHARGE REPORT Supporting documents - submitted to State.	6	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
CEMETERY	CEM 00100	AFFIDAVITS OF OWNERSHIP	Permanent	Public	
CEMETERY	CEM 00200	BURIAL PERMITS Permits to transfer or bury bodies.	Permanent	Public	
CEMETERY	CEM 00300	BURIAL PERMISSION FORM Owner's written permission to non-owner, non-family member for burial.	Permanent	Public	
CEMETERY	CEM 00400	CORRESPONDENCE General.	3	Public	
CEMETERY	CEM 00500	DEEDS Includes quit claim deeds.	Permanent	Public	
CEMETERY	CEM 00600	MINUTES Cemetery Board.	Permanent	Public	
CEMETERY	CEM 00700	OWNER INDEX Alpha/Numeric Listing of lot owners.	Until superseded	Public	
CEMETERY	CEM 00800	PERPETUAL CARE SERVICE LEDGER	Permanent	Public	
CEMETERY	CEM 00900	PERPETUAL CARE FLOWER FUND CERTIFICATES	Permanent	Public	
CEMETERY	CEM 01000	PLAT Cemetery.	Permanent	Public	
CEMETERY	CEM 01100	RECORD OF BURIALS, TRANSFERS, ETC	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
CONTRACTS	CON 00050	AGREEMENTS/CONTRACTS / LEASES / JOINT POWERS Various associations doing business with the city.	10 after paid and audited.	Public	
CONTRACTS	CON 00100	BIDS & SPECIFICATIONS FOR CAPITAL IMPROVEMENT - ACCEPTED Bid documents, specifications, contracts, agreements & supporting papers.	Permanent	Public	
CONTRACTS	CON 00200	BIDS & SPECIFICATIONS FOR SERVICES & SUPPLIES - ACCEPTED Bid documents, specifications, contracts, agreements, & supporting papers.	10 after paid/audit	Public	
CONTRACTS	CON 00400	DEVELOPERS AGREEMENTS	10 after release	Public	
CONTRACTS	CON 00500	EQUIPMENT CONTRACTS	Length of ownership and after audit.	Public	
CONTRACTS	CON 00600	FRANCHISES GRANTED BY MUNICIPALITY Attorney's opinions, letters of explanation, correspondence, etc.	5 after cancellation or expiration	Public	
CONTRACTS	CON 00700	LEASE OF REAL PROPERTY Property leased or rented from city or by city. Copy of lease, payment record, etc.	10 after expiration of lease	Public	MS 13.51 subd 2f
CONTRACTS	CON 00800	PROPERTY - MORTGAGES, OPTIONS, PURCHASE OF	10 after recording or disposal of property	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
COURTS	CTS 00000	<p>COURT RECORDS</p> <p>PLEASE NOTE - Except in Hennepin and Ramsey Counties, all municipal courts were abolished in 1972. Transfer municipal and justice of the peace dockets, minute books, and judgment books to the State Archives for selection and disposition.</p>			

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ELECTIONS	ELE 00100	ABSENTEE BALLOT APPLICATION	22 months. 42 USC 1974	Public/Private	MS 203B.04, MS 203B.06, MS 203B12
ELECTIONS	ELE 00200	ABSTRACT OF ELECTION RETURNS Statement of canvass.	Permanent	Public	
ELECTIONS	ELE 00300	AFFIDAVITS OF CANDIDACY Application by candidates or voters to place the name of candidate on ballot.	Length of term	Public	
ELECTIONS	ELE 00400	AFFIDAVITS OF PUBLICATION	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 00500	BALLOTS May include absentee, completed, voted, or rejected.	22 months unless contested MS 204B.40	Public/Private	MS 13.37
ELECTIONS	ELE 00600	BALLOTS - UNVOTED	Destroy after election is certified	Public	
ELECTIONS	ELE 00700	CAMPAIGN FINANCIAL REPORTS A statement or report that discloses contributions or expenditures for any candidate running for city office.	5 after filing date if not elected or 5 yrs/ after leaving office	Public	MS 211A.02, subd. 6 for on- line posting requirement
ELECTIONS	ELE 00800	CERTIFICATES OF ELECTION Certificate of election of city officers to be forwarded to the county auditor.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 00900	ELECTION BOUNDARIES & PRECINCT MAP Resolutions, correspondence with the State, etc.	Permanent	Public	
ELECTIONS	ELE 01000	ELECTION DAY FORMS Various Election Day forms which may include tally sheets, election judge oaths of office, certification of election judges, flag certificates & reconciliation forms.	22 months. 42 USC 1974	Public/Private	MS 204B.40
ELECTIONS	ELE 01100	ELECTION JUDGE WORKSHEET Election work history of each individual judge; does not include any personal information.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01200	INSTRUCTION MATERIALS FOR JUDGES	Until superseded	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
ELECTIONS	ELE 01300	NOMINATING PETITIONS A petition nominating a candidate for an office.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01400	OATH OF OFFICE Elected or appointed.	5 after official leaves office	Public	
ELECTIONS	ELE 01500	OATH OF RESIDENCE / VOUCHER FORMS Statement to verify that a voter is an official resident of the precinct in which they are registering.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 01600	POLLING PLACE AGREEMENTS An agreement with a facility to provide a location for a certain period of time.	2 after expiration	Public	
ELECTIONS	ELE 01700	POLLING PLACE ROSTERS Signatures of all voters.	22 months. 42 USC 1974	Available to the public for limited purposes.	MS 201.091
ELECTIONS	ELE 01800	MASTER LIST List of all registered voters within the municipality.	Until superseded	Available to the public for limited purposes.	MS 201.091
ELECTIONS	ELE 02200	STATEMENT OF ECONOMIC INTEREST Personal financial information of candidates running for office to ensure there are no conflicts of interest.	5 after filing date	Public	
ELECTIONS	ELE 02300	SUMMARY STATEMENT Summary statement of election results. Includes but not limited to the total number of persons registering on election day, number of signatures on voter list, &/or the total number of persons voting in the precinct.	22 months. 42 USC 1974	Public	
ELECTIONS	ELE 02400	VOTER RECEIPTS Receipt used to obtain ballots when voting.	Destroy after election is certified	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 00100	ACCOUNT REPORTS - DELINQUENT & UNCOLLECTIBLE Record of all accounts of monies owed to the city that have not been paid or are uncollectible.	6	Public	
FINANCE	FIN 00200	ACCOUNTS PAYABLE LEDGERS & JOURNALS Record of all accounts of monies owed to other parties by the city.	6	Public	
FINANCE	FIN 00300	ACCOUNTS RECEIVABLE - LEDGERS & JOURNALS Record of all accounts of monies owed to the city.	6	Public	
FINANCE	FIN 00400	ASSET RECORDS Capital, Fixed.	6 years after disposal	Public	
FINANCE	FIN 00800	AUDIT REPORTS - EXTERNAL Reports based on private companies for the review of tax payments.	7	Non-Public	MS 13.37; MS 13.591
FINANCE	FIN 00900	AUDIT REPORTS - INTERNAL Reports based on the agencies' internal operations.	7	Public/Private/Non-Public	MS 13.392
FINANCE	FIN 00950	AUTOMATIC PAYMENT PLAN AUTHORIZATION FORM With supporting documentation.	1 or until superseded	Public/Private	MS 13.37
FINANCE	FIN 01000	BANK STATEMENTS Deposit slips, deposit books & reconciliations.	6	Public	
FINANCE	FIN 01100	BANKRUPTCY RECORDS Individual or vendor owing money to the city but was declared bankrupt.	6	Public	
FINANCE	FIN 01200	BILLING STATEMENTS	4	Public	
FINANCE	FIN 01310	BUDGET - ANNUAL City Operating Budget - General and Enterprises.	Permanent	Public	
FINANCE	FIN 01320	BUDGET REPORTS Monthly reports, departmental breakdown of accounts.	2	Public	
FINANCE	FIN 01400	BUDGET WORKPAPERS - DEPARTMENT	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 01500	BUDGET WORKPAPERS - MASTER	5	Public	
FINANCE	FIN 01900	CAPITAL IMPROVEMENT PROGRAM Planned list of capital improvements.	10	Public	
FINANCE	FIN 02000	CASH REGISTER TAPES Item by item list of daily transactions.	1 after audit	Public	
FINANCE	FIN 02006	CHART OF ACCOUNTS Accounting structures.	Until superseded	Public	
FINANCE	FIN 02010	CHECK REGISTER Numerical list of checks/vouchers issued.	Permanent	Public	
FINANCE	FIN 02020	CHECKS (CANCELED & VOIDED) ACCOUNTS PAYABLE Paid & returned checks.	6	Public	
FINANCE	FIN 02022	CHECKS (ACCOUNTS RECEIVABLE) Checks received from customers submitted electronically to financial institution.	7 days	Public/Private	MS 13.37
FINANCE	FIN 02040	CHECKS (NSF) BAD CHECKS & BAD CHECKS LISTS	6	Public	
FINANCE	FIN 02050	CHECKS (DUPLICATE) Alphabetical order of checks issued.	4	Public	
FINANCE	FIN 02060	CREDIT CARD RECEIPTS - MERCHANT COPIES	2 unless evidence in criminal or civil prosecution	Private/NonPublic	MS 16A.626
FINANCE	FIN 02100	DAILY CASH REPORTS Daily report of routine receipts received by the city.	2	Public	
FINANCE	FIN 02200	DISPOSAL OF PROPERTY Documents the disposal of city owned personal property.	6 after disposal	Public	
FINANCE	FIN 02400	ENCUMBRANCES/REVERSALS - ORDERS ISSUED Report or document of purchase orders by number.	4	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 02450	EQUIPMENT INVENTORIES List of all property owned by the city.	Until superseded	Public	
FINANCE	FIN 02500	EXPENDITURE REPORTS - MONTHLY SUMMARIES Record of all city expenditures.	2	Public	
FINANCE	FIN 02600	EXPENDITURE REPORTS - YEAR END SUMMARIES Record of all city expenditures.	Permanent	Public	
FINANCE	FIN 02610	FINANCIAL REPORTS Monthly.	2	Public	
FINANCE	FIN 02620	FINANCIAL REPORTS/STATEMENTS (ANNUAL) As audited. Comprehensive Annual Financial Report (CAFR.)	Permanent	Public	
FINANCE	FIN 02800	GAMBLING/LOTTERY MATERIAL Tickets, audit forms , reports etc.	4	Public	
FINANCE	FIN 02900	GENERAL JOURNAL Chronological listing of the city's financial transactions.	Permanent	Public	
FINANCE	FIN 03000	GENERAL LEDGERS Record of all city accounts.	Permanent	Public	
FINANCE	FIN 03100	INCOME SALES TAX RETURNS/RECEIPTS Used to verify & audit private companies to ensure payment of taxes.	4	Public	
FINANCE	FIN 03200	INVESTMENT DOCUMENTS Record of investments made by city.	4 after maturity	Public	
FINANCE	FIN 03300	INVOICES - CLAIM VOUCHERS & VERIFIEDS (AR & AP) Record of payments & requests for payment of accounts paid by or to the city.	6	Public	
FINANCE	FIN 03400	JOURNAL ENTRY SUPPORT Includes source documentation.	6	Public	
FINANCE	FIN 03800	PURCHASE ORDERS Official record documenting the purchase of goods & services.	6	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 04000	RECEIPTS & RECEIPT BOOKS Records documenting cash received by the city.	6	Public	
FINANCE	FIN 04300	REQUISITIONS - DEPARTMENT COPY Official record documenting the request for the purchase of goods & services.	2	Public	
FINANCE	FIN 04400	REVENUE REPORTS - MONTHLY SUMMARIES Record of all city accounts revenue.	2	Public	
FINANCE	FIN 04500	REVENUE REPORTS - YEAR END SUMMARIES Record of all city accounts revenue.	Permanent	Public	
FINANCE	FIN 04550	SALES TAX City sales tax collected above state tax for specific goods or services; ie lodging tax	6	Public	
FINANCE	FIN 04600	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - DISTRICT CREATION Includes district qualification records (documentation and criteria to substantiate the eligibility and establishment of TIF district), resolutions, agreements, county certification documents	10 after expiration of district	Public	MS 469.1771
FINANCE	FIN 04650	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS Includes bills, invoices, receipts, vouchers, and cancelled checks. (See also FIN 04660)	10	Public	
FINANCE	FIN 04660	TAX INCREMENT FINANCE (TIF) DISTRICT RECORDS - FINANCIAL RECORDS - Must meet certain criteria. Includes bills, invoices, receipts, vouchers, and cancelled checks if they have been part of the city's financial audit and if the following information for each TIF transaction is recorded in a ledger (electronic or paper) that is retained the life of the district plus 10 years: a) the TIF district from which the TIF revenues were generated; b) whether the expenditure was made to a parcel inside or outside the district; c) the name of the recipient of the TIF expenditure; d) detailed description of the development activity; e) the amount of the TIF expenditure; f) description of the invoices submitted for the expenditure, sufficient to tie the invoice to the qualifying activity; and g) the development purpose of the expenditure, tied to the budget of the TIF plan for the district.	6	Public	
FINANCE	FIN 04700	TRAVEL EXPENSE RECORDS Documentation of travel cost & payments.	6	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FINANCE	FIN 04710	TREASURER'S REPORT - MONTHLY	2	Public	
FINANCE	FIN 04750	UNCLAIMED PROPERTY RECORDS (SENT TO STATE) Includes checks not cashed.	6	Public/Private	MS 13.37
FINANCE	FIN 04770	W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION Accounts Payable requests this form from companies or individuals that provide a service	4	Need Classification	Need Statute
FINANCE	FIN 05000	WORK ORDERS Used for job costing systems.	4	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FIRE	FIR 00010	AMBULANCE BILLING/HIPPA AUTHORIZATION FORM Patient signs acknowledging they are financially responsible for the provided services and that they have received a copy of the Notice of Privacy Practices.	10		
FIRE	FIR 00020	AMBULANCE EMERGENCY ROOM RECORDS Admission date, patient name and address, insurance, emergency contact, doctor, birthdate.	10	Private	
FIRE	FIR 00030	AMBULANCE MASTER SCHEDULES Monthly Calendar of call time - reviewed by EMSRB representative upon relicensing.	6	Public	
FIRE	FIR 00040	AMBULANCE PATIENT CARE REPORT - EMSRB/STATE FORM Includes mileage, patient name and address, type of injury, incident address, destination information, vital signs, and narrative.	10	Public/Private	MS 13.384, subd. 3
FIRE	FIR 00050	AMBULANCE PRE-HOSPITAL PROTOCOLS Includes variances for licensing.	Until superseded		
FIRE	FIR 00100	APPARATUS/EQUIPMENT MAINTENANCE & INSPECTION RECORDS:	Life of equipment	Public	
FIRE	FIR 00200	ARSON REPORTS/INVESTIGATIONS	Permanent	Public/Confidential	MS 13.82, Subd. 7, MS 13.83
FIRE	FIR 00350	FA-1 FORM, APPLICATION OF STATE AID FIRE EQUIPMENT CERTIFICATE	6	Public	
FIRE	FIR 00400	FIRE CODE	Permanent	Public	
FIRE	FIR 00600	FIRE INVESTIGATION REPORT Used by investigators to document facts found regarding fires investigated by the FPB.	6 unless arson, death, or hazardous materials then retain permanently	Public/Confidential until investigation is closed.	MS 13.82, MS 13.83
FIRE	FIR 00700	FIRE PREVENTION WEEK TOURS & DEMONSTRATION DATA	1	Public	
FIRE	FIR 01150	FIRE TRUCK DAILY/WEEKLY INSPECTION SHEETS	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
FIRE	FIR 01200	HAZARDOUS MATERIAL ACCIDENT REPORT	Permanent	Public	-
FIRE	FIR 01250	HAZARDOUS MATERIAL DOCUMENTS Includes Business Hazard Chemical Inventories / Tier II Reports / Hazmat Sara Title III Reports	Until superseded	Public	
FIRE	FIR 01300	INCIDENT FORM (STATE MFIRS -1) Form recording structure or vehicle incident.	6 unless arson, death, or hazardous materials; then retain permanently	Public	
FIRE	FIR 01400	INCIDENT REPORTS/FIRE RUNS	10	Public	
FIRE	FIR 01500	911 RECORDINGS	At least 31 days MN Rules 7580.0600, subd. 5	Public/Private/ Confidential	MS 13.82
FIRE	FIR 01600	OCCUPANCY PERMITS/INSPECTION FILES	Permanent	Public	
FIRE	FIR 01700	RULES & REGULATIONS, FIRE DEPT	Until superseded	Public	
FIRE	FIR 01750	TRAINING RECORDS / INDIVIDUAL CERTIFICATIONS	5 after separation	Public	
FIRE	FIR 01900	VOLUNTARY PERMISSION & CONSENT TO SEARCH AND SEIZE Obtains permission to seize evidence for determining origin of fire.	Permanent	Confidential until investigation is closed; then public	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 00100	BLOOD PRESSURE PATIENT RECORDS Blood pressure history of walk-in clients, or clients who have attended blood pressure clinics.	3	Private	MS 13.384
HEALTH SERVICES	HEA 00200	CLIENT INCIDENT REPORTS Agency reports of injuries involving clients.	7 for adults, 7 after majority for minors	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 00300	CLIENT INCIDENT REPORTS Child abuse-investigative records and reports-investigative data maintained pursuant to MS 626.556.	4 when no determination of maltreatment or need for protective custody. 10 when maltreatment or need for protective custody.	Private	MS 13.384, Subd. 5c, MS 13.82, Subd. 8, 9, MS 626.556
HEALTH SERVICES	HEA 00400	CLIENT INCIDENT REPORTS Vulnerable adult abuse investigative records and reports-investigative data maintained pursuant to MS 626.557.	FALSE: 2 yrs after findings. INCONCLUSIVE :4. SUBSTANTIATED: 7 yrs after findings. NOT INVESTIGATED: 2.	Private	MS 13.384, MS 13.82, Subd. 10. MS 626.557
HEALTH SERVICES	HEA 00500	CONSULTING SERVICES Information provided by the agency to assist in meeting health standards and licensing requirements (i.e. daycare services).	6	Public	
HEALTH SERVICES	HEA 00600	CONTRACTED SERVICES General service statistics verifying the nature and scope of health services purchased by the city, including public health nursing, laboratory support, community clinics, food training, dental health.	6	Public	
HEALTH SERVICES	HEA 00700	DEATH REGISTRY Records death of patients who died on the premises.	Permanent	Public/Private	MS 13.10
HEALTH SERVICES	HEA 00800	DIAGNOSTIC DISEASE INDEX Report to the department of health.	Permanent	Private	MS 13.46, MS 13.384
HEALTH SERVICES	HEA 00900	DIETARY RECORDS House menu, statistics reports, modified menu, child nutrition/commodity reports, food service files, monthly usage of food and surveys.	5 or until audited	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 01000	GRIEVANCE MECHANISM Documents procedure required by the department of health pursuant to MS .144.651.	2	Public	
HEALTH SERVICES	HEA 01100	HEALTH FAIRS/WORKSHEET HEALTH PROGRAMS	5	Public	
HEALTH SERVICES	HEA 01200	HEALTH/MEDICAL PATIENT RECORDS All patient background information including, but not limited to; address, telephone, race, marital status, medical history, test results from laboratory, physical exams, medication information, doctor's notes and social service data, findings, referrals, treatments, sexually transmitted disease (STD) records, and patient contact information.	7	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 01300	HEALTH STAFF REPORTS Daily or monthly.	6	Private	MS 13.384, MS 13.43
HEALTH SERVICES	HEA 01400	HEARING SCREENING RECORDS Records which identify the person screened along with referral information, release form, family roster, screening form and technician notes.	7 after closed. If minor, then 7 after age of majority	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 01500	HOME HEALTH CARE RECORDS Records that may include name, address, family roster, referral source, nursing assessment, plan of case, medical orders, nursing notes, home health aide assignment sheets, home health aide notes of service, financial information billings.	7 after closed, if minor, then 7 after age of majority	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 01600	IMMUNIZATION RECORDS Signed information statements, physician certification forms. Immunization history of clients, or clients who have attended preventive health clinics. Records of required immunizations.	10	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 01700	IN-SERVICE/IN-HOUSE SUMMARIES Documents contact and educational hours to maintain nurse's license.	4	Public	
HEALTH SERVICES	HEA 01800	LABORATORY ACTIVITIES Summary of activity, quality control, EEG recordings and ECG recordings.	7	Public/Private	MS 13.384, MS 13.46

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 01900	LICENSING, CERTIFICATION AND ACCREDITATION Accreditation materials; application; survey results; correspondence; citations, joint commission on accreditation of hospitals, Department of Health , Department of Human Services standards.	5	Public/Private	MS 13.384, MS 13.37, MS 13.46
HEALTH SERVICES	HEA 02000	PATIENT MASTER INDEX File of clients by name - indicates birth date and other basic identifying data.	Permanent	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 02100	PHARMACY DATA Records the destruction of obsolete unused drugs, manufacturing/bulk compound, after hours medication records, stock room transfers, patient medication profiles, unit medication room inspection, returns to vendors list, FDA recall records, biennial controlled substance inventory, controlled substance purchases, medication sign-out sheets, etc.	2	Public	
HEALTH SERVICES	HEA 02200	PHARMACY INSPECTION REPORTS Annual inspection report by Board of Pharmacy.	10	Public	
HEALTH SERVICES	HEA 02300	PROGRAM DESCRIPTIONS Day activities, industrial therapy, recreational therapy, social planning and family programs, etc.	5 after program cancellation	Public	
HEALTH SERVICES	HEA 02400	RESEARCH DATA Abstract sheet, research summary reports, findings, etc.	7	Public	
HEALTH SERVICES	HEA 02500	STATISTICAL REPORTS General statistics on the nature and scope of services provided (admissions, surgery, etc.)	10	Public	
HEALTH SERVICES	HEA 02600	TUBERCULOSIS PREVENTION & CONTROL Tuberculosis screening, contact investigation and home visit information: positive readings.	7 after case closed. If minor, then 7 after age of majority	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 02700	TUBERCULOSIS PREVENTION & CONTROL Negative readings.	2	Private	MS 13.384, MS 13.46
HEALTH SERVICES	HEA 02800	VOLUNTEER RECORDS	10	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HEALTH SERVICES	HEA 02900	WOMEN, INFANTS & CHILDREN (WIC) HEALTH PROGRAM Information pertaining to financial operations; voucher accountability controls and insurance; certification, fair hearing procedures.	6	Private	MS 13.46

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HRA/EDA	HRA 00100	ANNUAL REPORTS	Permanent	Public	
HRA/EDA	HRA 00200	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS Annual breakdown of city applications and supporting materials or services.	10 after federal audit	Public/Private	MS 13.462
HRA/EDA	HRA 00300	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Loans to assist low income families.	3 after loan is closed	Public/Private	MS 13.462
HRA/EDA	HRA 00400	HOUSING PROGRAM GUIDELINES Such as HOME, CHAS, CHODO, etc.	Until superseded	Public	
HRA/EDA	HRA 00500	HRA PROJECT MANAGEMENT & RENTAL AGREEMENTS Rent rolls, schedules, tenant income related to Title II.	6 after expiration	Public/Private	MS 13.462, MS 13.44
HRA/EDA	HRA 00600	HUD ADMINISTRATIVE DOCUMENTS Grant/loan program information, correspondence, project tracking/evaluation data, program rules.	6	Public	
HRA/EDA	HRA 00700	MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME IMPROVEMENT Loan data to individuals, program data, repayment schedule, reports and correspondence.	3 after loan is closed	Public/Private	MS 13.462
HRA/EDA	HRA 00800	MINNESOTA HOUSING FINANCE AGENCY (MHFA) HOME PURCHASE LOANS Participation & commitment agreements, program data, repayment schedules, reports and correspondence.	3 after loan is closed	Public/Private	MS 13.462
HRA/EDA	HRA 01100	PROGRAM FILES Correspondence, breakdown of projects, HUD regulations, and supporting files.	10 after federal audit	Public	
HRA/EDA	HRA 01200	PROPERTY ACQUISITION Deeds, contracts, correspondence, purchase valuation data, agreements, property data.	10 after resale	Public/Confidential/Protected Non-Public	MS 13.44, MS 13.585
HRA/EDA	HRA 01300	SECTION 8 CLIENTS Subsidy data, eligibility information, application for benefits, program information and rules, reports and correspondence.	3 after inactive	Public/Private	MS 13.462
HRA/EDA	HRA 01400	SECTION 8 REIMBURSEMENT REQUESTS	6	Public/Private	MS 13.462

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HRA/EDA	HRA 01600	VALUE IN EXCESS OF PURCHASE PRICE (VIEPP)	2 after completion	Public	
HRA/EDA	HRA 01700	WARRANT REQUESTS	10	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 00150	AFFORDABLE CARE ACT REPORTING	10 after expiration	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 00200	AFFIRMATIVE ACTION FILES Sexual harassment & complaints of discrimination.	7 after separation	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00300	AFFIRMATIVE ACTION RECRUITMENT FORM Supplemental personnel data from job applications.	2	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00400	AFFIRMATIVE ACTION REPORTS Copies of reports sent to Human Rights Commission.	5	Public/Private/ Confidential	MS 13.43, MS 13.39
HUMAN RESOURCES	HRS 00500	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2	Public/Private	MS 13.43, subd. 3
HUMAN RESOURCES	HRS 00600	APPLICATIONS FOR PERSONS ON ELIGIBILITY LIST Applications, resumes, letters of recommendation, police background investigations, etc. If hired, application etc becomes part of employee personnel file.	2 or length of eligibility if longer	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 00700	ARBITRATION DECISIONS	Permanent	Public/Private	MS 13.43, subd. 2(b), if grievances sustained and discipline reversed
HUMAN RESOURCES	HRS 00750	BENEFITS ENROLLMENT ELECTION Employees' medical, dental, deferred compensation, etc. election forms.	Superseded or 5 after coverage lapses.	Private	MS 13.43
HUMAN RESOURCES	HRS 00800	BENEFITS PLAN Includes insurance, health care, deferred compensation, wellness plans, etc.	Until superseded or 5y after coverage lapses	Public	
HUMAN RESOURCES	HRS 00900	CERTIFICATION OF TEST/EXAMINATION RESULTS From tests administered to applicants.	2	Public	
HUMAN RESOURCES	HRS 01100	CLASSIFICATION STUDIES Studies which describe job duties and may rank individual city positions. See also: pay equity.	10 or until superseded whichever is later	Public	
HUMAN RESOURCES	HRS 01150	COMPENSATION PLAN	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 01200	CONTRACTS/AGREEMENTS - LABOR UNIONS Contracts between city management & various labor unions including correspondence, salary schedule & personnel policies.	10	Public	
HUMAN RESOURCES	HRS 01500	EMPLOYEE RECOGNITION & AWARDS PROGRAM Correspondence, working papers, nominations, etc.	2	Public	
HUMAN RESOURCES	HRS 01600	EMPLOYEE SUGGESTION FORM	1	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 01650	DRUG AND ALCOHOL TESTING RESULTS Includes commercial drivers licenses (cdl's), controlled substance test results, drivers evaluations, etc. Pre-employment and on-going.	1 for records of negative and canceled drug tests, records of alcohol tests with a result below .02 bac (49CFRss382.401). 5 for alcohol test results greater than .02 bac verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals.	Private	MS 13.43; MS 181.954
HUMAN RESOURCES	HRS 01660	DRUG AND ALCOHOL TESTING RESULTS DOT RANDOM	1 for negatives; 5 for positives	Private	MS 13.43
HUMAN RESOURCES	HRS 01680	EMPLOYEE SURVEYS	1	Public	
HUMAN RESOURCES	HRS 01700	EQUAL EMPLOYMENT OPPORTUNITY REPORTS/SUMMARY DATA (EEO REPORTS) Reports sent to Federal Government.	3	Public	29 CFR 1602.30
HUMAN RESOURCES	HRS 01800	EXAMINATION FILE Completed exams administered to applicants, & promotional exams administered to employees.	2 or length of eligibility	Private	MS 13.43
HUMAN RESOURCES	HRS 01850	FAMILY MEDICAL LEAVE DOCUMENTS (FMLA) Should be retained in the medical file rather than employee personnel file.	5 after separation (29 CFR ss825)	Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 01900	GRIEVANCE FILES Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by city.	5 after termination	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 02000	EMPLOYMENT ELIGIBILITY VERIFICATION / I-9 FORM Verifies status of citizenship or naturalization.	3 after date of hire, or 1 after separation, whichever is later	Private	MS 13.43
HUMAN RESOURCES	HRS 02200	JOB / POSITION DESCRIPTIONS Personnel department retains a position description history on the various positions within the city.	Permanent	Public	
HUMAN RESOURCES	HRS 02300	LABOR UNION - DISPUTES Between union and city or government agency.	Permanent	Public	
HUMAN RESOURCES	HRS 02400	LABOR UNIONS - NEGOTIATING DATA	10	Public/Private/Non-Public	MS 13.37
HUMAN RESOURCES	HRS 02700	PAY EQUITY IMPLEMENTATION REPORT State mandated report filed with Dept of Employee Relations consisting of pay and job class information.	10	Public	
HUMAN RESOURCES	HRS 02800	PAY EQUITY PROFILES	Until superseded	Public	
HUMAN RESOURCES	HRS 02900	PAY EQUITY QUESTIONNAIRE BOOKS Questionnaires used to rank individual positions.	3	Public	
HUMAN RESOURCES	HRS 03000	PAY EQUITY PLAN/SUMMARY	Permanent	Public	
HUMAN RESOURCES	HRS 03100	PAY EQUITY WORKPAPERS	Until superseded	Public	
HUMAN RESOURCES	HRS 03300	PERSONNEL FILES Includes relevant records on each employee such as applications, references, performance evaluations, job performance appeals, job descriptions, reprimands, resignation letters, exit interviews, etc.	5 after termination or separation	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 03400	POLICIES & PROCEDURES/RULES & REGULATIONS For human resource function, includes annual leave program, hiring procedure file, etc.	Permanent	Public	
HUMAN RESOURCES	HRS 03450	STUDENT LOAN FORGIVENESS FORMS	10	Private	MS 13.43
HUMAN RESOURCES	HRS 03500	RECRUITMENT FILES Records that relate to posting, recruitment, selection & appointment to each city position. Includes Affidavit of Publications and eligibility reports.	2	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03600	REPRIMANDS/DISCIPLINARY ACTION	5 after employee's termination.	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 03700	REQUISITIONS FOR PERSONNEL	2	Public	
HUMAN RESOURCES	HRS 03750	SALARY DETERMINATION FOR NON-UNION EMPLOYEES Annual salary schedule for all non-union employees.	10 after superseded	Public	
HUMAN RESOURCES	HRS 04000	UNEMPLOYMENT CLAIMS/COMPENSATION	6	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04050	VETERANS PREFERENCE ELECTION FORM Veterans Preference Act.	2 if not hired. 5 after separation if hired.	Public	MS 13.43, Subd. 3
HUMAN RESOURCES	HRS 04100	WAGE ASSIGNMENTS Letters, correspondence, etc.	10 after superseded	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04200	EMPLOYEE MEDICAL RECORDS Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including medical & employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	5 years after separation from city	Private	MS 13.43
HUMAN RESOURCES	HRS 04400	INFECTIOUS DISEASE & OCCUPATIONAL EXPOSURE FILES Files on each employee dealing with safety & training on diseases such as hepatitis & AIDS. Should not be kept in employee personnel file.	30 after separation	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
HUMAN RESOURCES	HRS 04500	OSHA - CITATIONS OF PENALTY Notifications of Violations by the City.	2 after violation has been corrected	Public	
HUMAN RESOURCES	HRS 04600	OSHA REPORTS Incident Reports and Annual Summary	5	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04700	OSHA - EMPLOYEE EXPOSURE RECORDS Any information concerning employee exposure to toxic substances or harmful physical agents.	30 after separation	Public/Private	MS 13.43
HUMAN RESOURCES	HRS 04800	SAFETY COMMITTEE AGENDA & MINUTES	Permanent	Public	
HUMAN RESOURCES	HRS 04900	SAFETY MANUAL	Until superseded	Public	
HUMAN RESOURCES	HRS 05100	SIGN UP SHEETS List of employees participating in each training program.	Mandatory - 5 Not Mandatory - as needed	Public	
HUMAN RESOURCES	HRS 05300	TRAINING MATERIALS Reference & class material including articles, handouts, manuals used in each training session.	Until superseded or 5 years after training program becomes obsolete.	Public	
HUMAN RESOURCES	HRS 05400	TRAINING RECORDS - FOR EACH INDIVIDUAL Records on training that may be retained in employee personnel file. Includes Right-to-Know and Sexual Harassment.	5 after separation	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
INSURANCE	INS 00100	APPLICATIONS FOR INSURANCE To City's insurance provider.	3	Public	
INSURANCE	INS 00400	CERTIFICATES OF INSURANCE	6 after expiration	Public	
INSURANCE	INS 00450	CLAIMS Claims filed by or against the city.	6 after final settlement except those involving a minor, save until minor turns 19.	Public/Private	MS 13.43
INSURANCE	INS 00500	EMPLOYEE DISHONESTY/SURETY BONDS Corporate or personal - to cover any officer or employee, also known as "Faithful Performance Bond."	6 after expiration	Public	
INSURANCE	INS 00650	FIRST REPORT OF INJURY	6, MS 176.151; 20 if maintained with worker's compensation file.	Public/Private	MS 13.43
INSURANCE	INS 00700	INSURANCE AGENTS' SERVICE AGREEMENT	6 after expiration	Public	
INSURANCE	INS 01100	LONG TERM DISABILITY (LTD) Claims filed by employee for a long term disability insurance program.	6 after final settlement.	Private	MS 13.43
INSURANCE	INS 01240	POLICIES - ALL INSURANCE POLICIES Includes, but not limited to: auto, boiler & machinery, general liability, life, liquor liability, police professional liability, property, inland marine and workers' compensation.	6 after expiration	Public	
INSURANCE	INS 01450	SHORT TERM DISABILITY (STD) Claims filed by employee for a short term disability insurance program.	6	Private	MS 13.43
INSURANCE	INS 01550	WORKERS' COMPENSATION CLAIMS Injury reports and correspondence dealing with injuries, chemical or hazardous exposure. If infectious disease retain 30 years per HRS 04400.	20	Private	MS 176.231
INSURANCE	INS 01600	WORKERS' COMPENSATION CLAIM REGISTER	Permanent	Public	MS 176.231

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 00100	ANNUAL REPORT OF THE LIBRARY BOARD	Permanent	Public	
LIBRARY	LIB 00200	AUDIO VISUAL / TECHNOLOGY EQUIPMENT CHECKOUT RECORDS Records of technology equipment returned damaged or late.	While library card is active	Private	MS 13.40
LIBRARY	LIB 00300	BOOKMOBILE RECORDS Schedules, circulation records, equipment, etc.	Schedules: Until superseded. Equipment records: Life of equipment plus audit. For circulation Records see "Circulation Records", LIB 00500, in Library retention schedule.	Public/Private	MS 13.40
LIBRARY	LIB 00400	CATALOGS Authors, title, subject.	Until superseded	Public	
LIBRARY	LIB 00500	CIRCULATION RECORDS Includes cards, computer entries, & statistical reports.	Retain cards & computer entries until superseded. retain annual stats permanently. Other stats 2 yrs.	Public/Private	MS 13.40
LIBRARY	LIB 00600	COPYRIGHT COMPLIANCE RECORDS	5	Public	
LIBRARY	LIB 00700	DONOR RECORDS Includes gifts.	Permanent	Public/Private or Non-Public	MS 13.792
LIBRARY	LIB 00800	FINES & SERVICE CHARGE RECORDS	Until paid	Public/Private	MS 13.40
LIBRARY	LIB 00900	LIBRARY CARD	Until superseded	Public/Private	MS 13.40
LIBRARY	LIB 01000	LOANS-INTER LIBRARY Loans of materials received to and from libraries.	Until superseded	Public/Private	MS 13.40
LIBRARY	LIB 01100	LOST ITEM REIMBURSEMENT RECORDS	3	Public/Private	MS 13.40

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIBRARY	LIB 01200	MEETING ROOM REQUEST	2	Public	
LIBRARY	LIB 01500	NEWSLETTERS Generated by library.	2	Public	
LIBRARY	LIB 01600	OVERDUE & DAMAGED LIBRARY MATERIAL RECORDS Material returned that was overdue or damaged if amount of damage or fine was not paid.	2 or until paid	Public/Private	MS 13.40
LIBRARY	LIB 01700	PETTY CASH REPORTS	6	Public/Private	MS 13.37
LIBRARY	LIB 01800	PUBLICITY Includes news releases & public service announcements generated by library.	2	Public	
LIBRARY	LIB 01900	SHELF LIST / INVENTORY	Until superseded	Public	
LIBRARY	LIB 02000	SPECIAL EVENTS & PROGRAMS	2	Public	
LIBRARY	LIB 02100	STUDIES & REPORTS Includes surveys, statistical reports, consultant reports, etc.	Permanent	Public	
LIBRARY	LIB 02200	VOLUNTEER GROUPS RECORDS Minutes, scrapbooks, & other records of Friends of the Library groups, etc.	Permanent	Public	
LIBRARY	LIB 02300	VOLUNTEER PERSONNEL RECORDS	5 after volunteer period ends	Public/Private	MS 13.43
LIBRARY	LIB 02400	WORK SCHEDULE FILES Hours worked, vacation, leaves taken.	2	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
LIQUOR STORE	LIQ 00100	ADVERTISING FLYERS Advertising Flyers.	1	Public	
LIQUOR STORE	LIQ 01000	INVENTORY SHEETS	2	Public	
LIQUOR STORE	LIQ 01100	PRICE LIST	Until superseded	Public	
LIQUOR STORE	LIQ 01400	SALES REPORTS Daily, Monthly.	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PARKS AND RECREATION	P&R 00100	ACKNOWLEDGMENT & WAIVER OF LIABILITY	7	Public	
PARKS AND RECREATION	P&R 00200	ACTIVITIES - BROCHURES	Retain permanently	Public	
PARKS AND RECREATION	P&R 00300	ACTIVITIES FLYERS	1	Public	
PARKS AND RECREATION	P&R 00400	ANNUAL REPORTS	Permanent	Public	
PARKS AND RECREATION	P&R 00700	DAILY REPORTS (DEPARTMENT COPY)	1	Public	
PARKS AND RECREATION	P&R 00900	DEPARTMENT RULES & REGULATIONS Includes parks, beaches, pools, skating rinks, & general use.	Until superseded	Public	
PARKS AND RECREATION	P&R 01000	FEE WAIVER SHEETS For low income participants.	2	Private	MS 13.462
PARKS AND RECREATION	P&R 01100	MAILING LISTS Program participants.	Until superseded	Private	MS 13.548
PARKS AND RECREATION	P&R 01400	PARK ACQUISITIONS Through bonds or CDBG.	Permanent	Public	
PARKS AND RECREATION	P&R 01500	PARK MASTER PLAN	Permanent	Public	
PARKS AND RECREATION	P&R 01600	PARTICIPATION DATA Count of participants using service/activity.	2	Public	
PARKS AND RECREATION	P&R 01700	PERMITS For use of school facilities, park use, equipment, picnic sites & ball fields by citizens.	2	Public	
PARKS AND RECREATION	P&R 01800	POOL/BEACH PASS FORMS	1	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PARKS AND RECREATION	P&R 01950	PROGRAM FILES Records relating to programs, events and activities.	3	Public	
PARKS AND RECREATION	P&R 02000	REGISTRATION FORMS Includes participant information forms. If includes waiver of liability, see P&R 00100.	2 unless subject to state or federal grant requirements	Public/Private	MS 13.548
PARKS AND RECREATION	P&R 02100	RENTAL AGREEMENTS / CONTRACTS For park & recreation facilities usage.	5 after expiration	Public	
PARKS AND RECREATION	P&R 02200	REPORTS OF INJURIES OF PARTICIPANTS Incident Reports.	6	Public/Private	MS 13.37, MS 13.548
PARKS AND RECREATION	P&R 02300	ROSTER Names of participants.	2	Private	MS 13.548
PARKS AND RECREATION	P&R 02400	SCHEDULES Of games.	1	Public	
PARKS AND RECREATION	P&R 02450	PARK & REC SECURITY TAPES	Until superseded (unless accident or injury)	Public/Private	MS 13.37, MS 13.548
PARKS AND RECREATION	P&R 02500	SUPPLY EQUIPMENT LISTS	Until superseded	Public	
PARKS AND RECREATION	P&R 02600	TICKET SALES REPORTS Originals.	6	Public	
PARKS AND RECREATION	P&R 02700	TRANSPORTATION SERVICE List of people who use the transportation service.	Until superseded	Public/Private	MS 13.548

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PAYROLL	PAY 00100	AUTHORIZATION FORMS Voluntary (union dues, charitable contributions, employee club, credit union).	6 after inactive	Private	MS 13.43
PAYROLL	PAY 00200	BENEFIT / CAFETERIA PLAN RECORDS Flex plans and section 125 reports, election forms, reimbursement forms etc.	6	Private	MS 13.43
PAYROLL	PAY 00300	CANCELED & VOIDED PAYROLL CHECKS Paid and returned checks.	6	Public/Private	MS 13.43
PAYROLL	PAY 00400	CHANGE FORM (PAYROLL COPY) Original retained in personnel file: salary, position, grade level, address, leave of absence, etc.	1	Public/Private	MS 13.43
PAYROLL	PAY 00420	DIRECT DEPOSIT AUTHORIZATIONS	Until superseded	Public/Private	MS 13.37, MS 13.43
PAYROLL	PAY 00450	EMPLOYERS QUARTERLY FEDERAL TAX RETURN (Federal Tax Form 941)	6	Public	
PAYROLL	PAY 00500	GARNISHMENTS Child support/spousal maintenance.	6	Private	MS 13.43
PAYROLL	PAY 00600	INSURANCE PREMIUM REPORT Monthly statement of employees' premiums.	6	Public	
PAYROLL	PAY 00800	PAYROLL REPORTS Detailed register of current & year-to-date salaries, gross to net, and benefit hours used.	6	Public/Private	MS 13.43
PAYROLL	PAY 00900	PAYROLL LEDGER / JOURNAL Payroll history, year-end report	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 01000	PAYROLL REPORTS - STATE & FEDERAL State withholding, federal withholding, & FICA.	10	Public/Private	MS 13.43
PAYROLL	PAY 01100	PAYROLL WORKSHEETS	6	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PAYROLL	PAY 01200	PENSION & RETIREMENT REPORTS Deferred comp, etc.	10	Public/Private	MS 13.43
PAYROLL	PAY 01300	PERA REPORTS / PENSION FILES Includes form letters and reports.	Permanent	Public/Private	MS 13.43
PAYROLL	PAY 01350	QUARTERLY WITHHOLDING TAX RETURN State Form MW-1.	6	Public	
PAYROLL	PAY 01400	TIME SHEETS Originals or electronic.	6	Public/Private	MS 13.43
PAYROLL	PAY 01500	VACATION & LEAVE REQUESTS Reports/slips.	3	Public/Private	MS 13.43
PAYROLL	PAY 01600	W-2 STATEMENTS - EMPLOYERS COPY	6	Public/Private	MS 13.43
PAYROLL	PAY 01700	W-3 STATEMENTS	6	Public/Private	MS 13.43
PAYROLL	PAY 01800	W-4 FORM - ORIGINALS	5	Public/Private	MS 13.43
PAYROLL	PAY 01900	WORKERS COMP PROOF OF PAYMENT	6	Public	
PAYROLL	PAY 02000	1099 MISCELLANEOUS INCOME	6	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 00100	ANIMAL & PET LICENSE APPLICATIONS OR PERMITS	2 after expiration	Public	
PERMITS/ LICENSES	PER 00200	APPLICATIONS - NOT APPROVED Refers to various applications in this section.	1	Public/Private/Non-Public	See individual permit/license
PERMITS/ LICENSES	PER 00300	BICYCLE LICENSE OR PERMIT City copy.	2 after expiration	Public	
PERMITS/ LICENSES	PER 00400	BILLIARD (POOL HALL) LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 00500	BOWLING ALLEY LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 00600	BUILDING PERMITS - COMMERCIAL Applications, summary data etc.	Permanent	Public/Non-Public	MS 13.37
PERMITS/ LICENSES	PER 00700	BUILDING PERMITS - RESIDENTIAL Applications, summary data etc.	5 after expiration	Public/Non-Public	MS 13.37
PERMITS/ LICENSES	PER 00800	BURNING PERMITS - RESIDENTIAL	1 after expiration	Public	
PERMITS/ LICENSES	PER 00900	CARNIVAL LICENSE APPLICATIONS	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01000	CIGARETTE/TOBACCO/ETC. LICENSES & APPLICATIONS	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01100	CONTRACTOR REGISTRATIONS License issued through MN Dept. of Labor & Industry.	6 after expiration	Public	
PERMITS/ LICENSES	PER 01200	DANCE/PARADE/PUBLIC GATHERING/SPECIAL EVENT PERMITS	2 after expiration	Public	
PERMITS/ LICENSES	PER 01300	DOCK LICENSES To use public parks, streams, etc.	2 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01350	DOMESTIC PARTNERSHIPS	2 after termination	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 01410	ELECTRICAL PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 01600	EXCAVATION/RIGHT-OF-WAY PERMITS Includes land alteration permits.	2 after expiration	Public	
PERMITS/ LICENSES	PER 01700	FIRE EXTINGUISHER SERVICE LICENSE	2 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01800	FIREWORKS PERMIT & LICENSE	2 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01850	FOOD ESTABLISHMENT LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01900	GAMBLING LICENSES & REPORTS	4 after expiration	Public/Private	MS 349.19, Subd 6; MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01920	GAS FITTERS LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 01930	HEATING, VENTILATION, AIR CONDITIONING PERMIT Mechanical	2 after expiration	Public	
PERMITS/ LICENSES	PER 02000	HOTEL & MOTEL LICENSES	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02020	HUNTING/SHOOTING PERMIT	6 after expiration	Public/Private	MS 13.37
PERMITS/ LICENSES	PER 02050	INSPECTION RECORDS OF LICENSED FACILITIES Restaurants, public pools, etc.	2 after expiration	Public	
PERMITS/ LICENSES	PER 02100	LIQUOR LICENSE All types of licenses pertaining to alcohol, including required application data.	6 after expiration	Public/Private	MN Rules 7515.0440, Subd. 5; MS 270C.72, Subd. 4

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 02200	MASSAGE LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4; MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02300	MECHANICAL AMUSEMENT DEVICE LICENSE Video games, pinball machines, etc.	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02400	MOTOR VEHICLE LICENSE Sales and rental.	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02500	MOVING PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 02510	PARKING METER REPORTS/RECORDS	2 after expiration	Public	
PERMITS/ LICENSES	PER 02520	PARKING PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 02600	PAWNBROKERS / PRECIOUS METAL / SECOND-HAND DEALER LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02700	PEDDLER'S, TRANSIENT MERCHANTS & SOLICITORS LICENSE Includes mobile food units.	2 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02800	PLASTERING LICENSE	2 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 02810	PLUMBER'S REGISTRATION Annual license issued through MN Dept. of Labor & Industry.	6 after expiration	Public	
PERMITS/ LICENSES	PER 02900	PLUMBING PERMITS	2 after expiration	Public	
PERMITS/ LICENSES	PER 03000	POOL LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03010	PUBLIC PROPERTY USE APPLICATIONS	2 after expiration	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PERMITS/ LICENSES	PER 03020	RENTAL APPLICATION/LICENSE Multiple dwelling.	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03100	SAUNA LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03110	SEXUALLY ORIENTED BUSINESS LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03120	SIGN PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 03200	SOLID WASTE, GARBAGE, REFUSE AND RECYCLERS LICENSE/PERMIT Bonds, certificate of insurance, etc.	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03300	STREET USE PERMIT	2 after expiration	Public	
PERMITS/ LICENSES	PER 03400	TAXI LICENSES	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03410	THEATER LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03420	TREE TRIMMING/REMOVAL LICENSE	6 after expiration	Public/Private	MS 270C.72, Subd. 4
PERMITS/ LICENSES	PER 03450	WETLAND RECORDS Replacement plan requirements, exemptions, certifications, permits, etc.	10 after expiration	Public	MN Rules 8420.0100; 0200. 2.G
PERMITS/ LICENSES	PER 03500	WRECKING PERMIT	2 after expiration	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PLANNING	PLZ 00100	ANNEXATION RECORDS	Permanent	Public	
PLANNING	PLZ 00200	CERTIFICATE OF FILING LAND USE CONTROL C.U.P. & variance. Document retained by counties.	Permanent	Public	
PLANNING	PLZ 00300	COMPREHENSIVE PLAN Land use plan.	Permanent	Public	
PLANNING	PLZ 00400	CONDITIONAL USE PERMIT FILE Application, planning report, Planning Commission and City Council action, copy of permit, resolutions, etc.	Permanent	Public	
PLANNING	PLZ 00500	DEEDS Originals stored in clerks office.	Permanent	Public	
PLANNING	PLZ 00600	EASEMENTS Grant of Easements to city.	Permanent	Public	
PLANNING	PLZ 00700	EASEMENTS - TEMPORARY	Retain until project completion unless filed with project file	Public	
PLANNING	PLZ 00800	MAPS & HALF SECTION	Until superseded	Public	
PLANNING	PLZ 01100	PETITIONS RELATING TO ZONING REQUESTS	6	Public	
PLANNING	PLZ 01200	PLANNING CASE FILE Includes reports documenting the activity or development of a specific parcel of land.	Permanent	Public	
PLANNING	PLZ 01300	PLAT FILES - FINAL PLAT Includes subdivisions files, final plat, application, council review, planning commission review, studies, etc.	Permanent	Public	
PLANNING	PLZ 01400	PLAT FILES - PRELIMINARY PLAT	10	Public	
PLANNING	PLZ 01500	REAL PROPERTY APPRAISALS	Length of ownership	Public/Confidential	MS 13.44

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PLANNING	PLZ 01600	REAL PROPERTY - BIDS & ESTIMATES Appraisal report, certificates, etc.	20 after disposal of property	Public/Non-Public	MS 13.44, subd. 3B, MS 13.37, MS 13.591
PLANNING	PLZ 01700	REZONING FILE	Permanent	Public	
PLANNING	PLZ 01800	SIGN PLAN VARIANCES / APPROVALS / INSPECTION RECORDS	Permanent	Public	
PLANNING	PLZ 01900	SITE PLAN FILE - APPROVED	Permanent	Public	
PLANNING	PLZ 02000	SITE PLAN FILE - NOT APPROVED	10	Public	
PLANNING	PLZ 02100	SPECIAL USE PERMIT FILE	Permanent	Public	
PLANNING	PLZ 02200	SURVEYS, PROPERTY	Permanent	Public	
PLANNING	PLZ 02300	VACATION FILES	Permanent	Public	
PLANNING	PLZ 02400	VARIANCE FILES	Permanent	Public	
PLANNING	PLZ 02500	ZONING FILES	Permanent	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00100	ANNUAL REPORTS - POLICE DEPARTMENT	Permanent	Public	
POLICE	POL 00200	AUCTION Records or department copy of contracts.	3	Public	
POLICE	POL 00240	BACKGROUND CHECK Local records check on individual (i.e. employment, adoptions).	30 days	Non-Public	MS 299C.10
POLICE	POL 00250	BACKGROUND CHECK Second party dissemination log.	3 years	Public	
POLICE	POL 00300	BUREAU OF CRIMINAL APPREHENSION REPORTS Annual reports of local law enforcement activities compiled by BCA and returned to local department. BCA does not maintain copies of these reports.	5 years	Public/Private	MS 13.82, MS 260B.171
POLICE	POL 00350	CERTIFICATION FOR PEACE OFFICERS FOR STATE AID APPLICATION State form PA-1.	3	Public/Private	MS 13.43
POLICE	POL 00400	DEPARTMENT OF CORRECTIONS - ANNUAL REPORT Report of all bookings for jurisdiction. Note: pertains to holding facilities.	5	Public/Private	MS 13.82
POLICE	POL 00410	DIRECTED PATROLS Resident or community requests for patrolling specific areas.	1	Public	MS 13.82, Subd. 3
POLICE	POL 00450	EMERGENCY PLAN / CIVIL DEFENSE FILES	Until superseded	Public/Private	MS 13.37
POLICE	POL 00470	EQUITABLE SHARING RECORDS	5	Need Classification	Need Statute
POLICE	POL 00500	FINGERPRINT RECORDS Sworn officers and police personnel.	5 after separation	Private	MS 13.43
POLICE	POL 00510	FINGERPRINT RECORDS For janitors or persons accessing secured areas without supervision.	1 after separation	Public/Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 00600	INTERNAL INVESTIGATION Case files & reports.	5 after separation	Public/Private/ Confidential	MS 13.39, MS 13.43, MS 13.82, MS 13.825
POLICE	POL 00700	LIABILITY RELEASES For services rendered (I.e. lock outs, ride alongs, etc.)	1	Public	
POLICE	POL 00800	LOG SHEETS Officers.	2	Public/Private/ Confidential	MS 13.82
POLICE	POL 00910	PAWN SHOP RECORDS Records are kept by Pawn Shop store. The only records the Police Department may keep are the pawn shop requests to check whether an item is stolen, however, record is typically discarded after the check.		Public	
POLICE	POL 01000	POLICE CLEARANCE LETTERS / NOTARIZED NAME SEARCH Criminal history on individual within jurisdiction.	3	Public/Private	MS 13.87
POLICE	POL 01500	PUBLIC ASSISTANCE VOUCHER RECORDS Copies.	1	Private	MS 13.462
POLICE	POL 01600	REQUEST TO INSPECT POLICE REPORT	30 days	Public	
POLICE	POL 01700	STATISTICAL REPORTS / SUPPLEMENTAL REPORTS Pursuit, bias crime, officer killed or assaulted, supplemental homicide. Original filed with state.	1	Public	
POLICE	POL 01750	TRAINING RECORDS & REPORTS FOR OFFICERS Includes summary of officer's training history.	5 after separation	Public/Private	MS 13.43
POLICE	POL 01800	ANIMAL CONTROL STATISTICAL REPORTS	1	Public	
POLICE	POL 01900	ANIMAL IMPOUND/RELEASE	1	Public	
POLICE	POL 01950	DANGEROUS DOG LICENSE	2 after deceased	Public/Private	MS 13.37

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 02100	BICYCLE SAFETY Bike patrol, rodeos, etc.	2	Public	
POLICE	POL 02150	COMMUNITY CRIME PREVENTION PROGRAMS Neighborhood Crime Watch, D.A.R.E., etc.	1 after participation ceases	Public/Private	MS 13.37
POLICE	POL 02600	OPERATION I.D.	Permanent	Public/Private or Non-Public	MS 13.37
POLICE	POL 02700	911 RECORDINGS	31 days per MN Rule 7580.0600 subd. 5	Public/Private	MS 13.82, Subd. 4
POLICE	POL 02800	RADIO LOGS / CAD Dispatcher.	7	Private	MS 13.82
POLICE	POL 02900	ACCIDENT REPORTS Automobile (State Report) Includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses names and addresses of any victims or casualties and response or report number. Damage greater than \$1000.	3	Public/Private/ Confidential	MS 13.82, Subd. 6, MS 169.09, Subd. 13
POLICE	POL 02950	ACCIDENT - DRIVER EXCHANGE REPORT Damage under \$1000.	3	Public/Private/ Confidential	MS 13.82, Subd. 6, MS 169.09, Subd. 13
POLICE	POL 03000	ARREST REPORTS Adult/Juvenile: includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units within agencies and individual persons taking the action, whether and where the individual is being held in custody or is being incarcerated by the agency, the date, time and legal basis for any transfer of custody and identification of agency or person who received custody, the date, time and legal basis for any release from custody or incarceration, the name, age, sex and last known address of any adult person or the age and sex of any juvenile person cited arrested or incarcerated or otherwise substantially deprived of his liberty, whether the agency employed wiretaps or other eavesdropping techniques, the manner in which the agencies received the information that led to the arrest, and the response or report number.	7; if felony, permanent per MS 299C.12	Public/Private	MS 13.82, Subd. 2, MS 260B.171
POLICE	POL 03100	BAIL RECEIPTS	7	Public/Private	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 03300	CASE FILES/OFFENSE REPORTS - ADULT Includes individual's name, date of birth, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data.	7; if death investigation, see POL 03700	Public/Private	MS 13.82
POLICE	POL 03400	CASE FILES / OFFENSE REPORTS - JUVENILE Includes individual's name, date of birth, time of occurrence, and place of action, description of what happened, location, whether any weapons were used, and other pertinent data.	7; if death investigation, see POL 03700	Non-public/Private/ Confidential	MS 13.82, MS 260B.171
POLICE	POL 03500	CITATION/TICKETS	3	Public	
POLICE	POL 03600	CRIMINAL RECORD CHECK / SECONDARY DISSEMINATION Log recording criminal history queries via state computer sent to another agency.	3	Public/Private/ Confidential	MS 13.87
POLICE	POL 03700	DEATH INVESTIGATION Any case file or any investigation involving a death.	Permanent	Private	MS 13.82
POLICE	POL 03740	EVIDENCE / PROPERTY LOGS	1 year	Public/Private	MS 13.82
POLICE	POL 03750	EVIDENCE/PROPERTY INVENTORY REPORTS Property which has been found, confiscated, seized, etc.	7	Private	MS 13.82
POLICE	POL 03800	FINGERPRINT RECORDS Criminal.	7	Confidential while investigation is active; after that Public; If juvenile, not public.	MS 13.82, subd 7
POLICE	POL 03820	FORFEITURE FORMS	3	Public/Private/Non-Public	MS 13.82, Subd. 20
POLICE	POL 03900	FIREARM APPLICATION / PERMIT / TRANSFER Includes application to purchase.	6	Private	MS 13.87
POLICE	POL 04100	ICR's Initial complaint reports.	7	Public/Private	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 04200	INTOXILYZER TEST RESULTS Original record maintained by the BCA. Department copy retained in accordance with the item they relate to (I.e. case file or arrest report.)		Public/Private/ Confidential	MS 13.82, Subd. 2 and Subd. 7
POLICE	POL 04500	MASTER NAME FILE Adult.	7 after last contact	Public/Private/ Confidential	MS 13.82
POLICE	POL 04600	MASTER NAME FILE Juvenile.	7 after last contact	Private	MS 260B.171
POLICE	POL 04700	MUG SHOTS-ADULT	7	Public	
POLICE	POL 04720	MUG SHOTS-JUVENILE	7 or when child reaches 19 (MS 260B.171 subd.5c)	Private	
POLICE	POL 04820	TRAFFIC MONITORING DEVICES Log recording instrument used, locations, description of vehicle (license number, make & model). Logs and certificate of accuracy for devices used for vehicle speed control including but not limited to Radar, Laser or Stalker.	2	Public	MS 13.82
POLICE	POL 04840	REPOSSESSION LOGS	30 days	Private/Non-Public	MS 13.82, Subd. 20
POLICE	POL 04870	VALIDATION REPORTS (from State) For example, regarding stolen property.	1	Private/Non-Public	MS 13.82, Subd. 20
POLICE	POL 04900	VEHICLE IMPOUNDS Abandoned, seized, etc.	7	Public	
POLICE	POL 05200	ADMISSION RELEASE RECORDS Booking records.	2 after inmate is discharged	Public/Private	MS 13.82
POLICE	POL 05300	FOOD SERVICE RECORDS Jail /lock-up.	1	Public	
POLICE	POL 05350	JAIL INSPECTION LOGS Includes daily, annual and bi-annual logs	2	Public/Confidential	MS 13.82

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05400	JAIL REGISTER Log of individuals held at facility.	Permanent	Public/Private	MS 260B.171
POLICE	POL 05500	PRISONER PROPERTY RECEIPTS	2	Public/Private	MS 13.85
POLICE	POL 05810	AUDIO & VIDEO RECORDING INVENTORY LOG An inventory of evidentiary audio & video recordings.	Permanent	Public	
POLICE	POL 05820	DICTATED & AUDIO RECORDED REPORTS Audio recordings of officers reports which are subsequently transcribed into written report.	Until transcription is approved	Public/Private/ Confidential	MS 13.82
POLICE	POL 05830	AUDIO & VIDEO RECORDINGS - EXTRANEIOUS Audio & video recordings including, but not limited to squad car camera recordings, which hold no value to the state, city, citizens, police department, officer(s), and/or any other party. This excludes portable recording systems/body worn camera data.	End of daily shift	Public	MS 13.82
POLICE	POL 05840	ARREST & CHARGE Audio and video recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value where suspects have been arrested, issued citations and/or a report has been forwarded to the prosecutor for a charging decision.	FELONY: 90 days after sentencing or if appeals, after disposition. ALL OTHER: After final case disposition.	Public/Private/ Confidential	MS 13.82, MS 13.825, MS 260B.171
POLICE	POL 05844	AUDIT OF PORTABLE RECORDING SYSTEMS TECHNOLOGY Independent biennial audit of data collected and the applicable classification of the data.	Permanent	Public/Private	MS 13.824
POLICE	POL 05846	AUDIT SUMMARY REPORT - PORTABLE RECORDING SYSTEMS A biennial report summarizing the results of each audit must be provided to the city council and the Legislative Commission on Data Practices and Personal Data Privacy within 60 days following completion of the audit.	7	Public/Private	MS 13.824
POLICE	POL 05850	AUTOMATIC LICENSE PLATE READER DATA	No later than 60 days from date of collection unless related to active investigation	Public/Private/Non-public	MS 13.824, MS13.82
POLICE	POL 05854	AUTOMATIC LICENSE PLATE READER USE LOG & AUDIT DATA	2	Public/Private/Non-public	MS 13.824, Subd. 5 & 6

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05860	CITIZEN CONTACTS - GENERAL Audio & video recordings including but not limited to squad car camera recordings, determined to contain information regarding non-evidentiary police and citizen interaction. This excludes portable recording systems/body worn camera data.	End of Daily Shift	Public/Private/Non-public	MS 13.82
POLICE	POL 05864	CITIZEN CONTACTS - GENERAL/NON-ACTIVE OR INACTIVE CRIMINAL Audio & video recordings from portable recording systems, including body worn cameras.	90 days	Public/Private/Non-public	MS 13.82; MS 13.825; MS 626.19
POLICE	POL 05870	DEATH INVESTIGATIONS Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information regarding any deaths.	Permanent	Public/Confidential	MS 13.82
POLICE	POL 05874	DISCHARGE OF A FIREARM BY PEACE OFFICE IN COURSE OF DUTY Audio & video recordings of a peace officer discharging a firearm in the course of duty other than for training purposes or the killing of an animal that is sick, injured, or dangerous.	1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.	Public/Private/Non-Public	MS 13.825

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05876	<p>FORMAL COMPLAINT MADE AGAINST PEACE OFFICER</p> <p>Audio & video recordings of an incident resulting in a formal complaint made against a peace officer related to the incident.</p>	<p>1 *If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.</p>	Public/Private/Non-Public	MS 13.825
POLICE	POL 05880	<p>INTERNAL INVESTIGATIONS</p> <p>Audio & video recording including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value in any internal investigations.</p>	5 after termination or separation	Public/Private	MS 13.43
POLICE	POL 05900	<p>INTERVIEWS</p> <p>Audio & Video Recordings including, but not limited to body worn cameras and squad car camera recordings, determined to have evidentiary value. (All audio tapes will be transcribed and a copy of the transcription will be kept with the case file).</p>	Statute of limitations for corresponding crime	Public/Confidential	MS 13.82
POLICE	POL 05910	<p>INVENTORY OF PORTABLE RECORDING SYSTEMS TECHNOLOGY</p> <p>Total number of recording devices owned or maintained by the agency, daily record of the total number of recording devices annually deployed and used by officers and, if applicable the precincts in which they were used, policies and procedures for use, total amount of recorded audio and video data collected and maintained by the agency, the agency's retention schedule for the data, and the procedures for destruction of the data.</p>	Permanent	Public	MS 13.825, Subd. 5

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
POLICE	POL 05920	PHOTOGRAPHS Pictures are retained in accordance with the item they relate to in the General Records Retention Schedule	See note in description	Public/Private	MS 13.39, MS 13.82
POLICE	POL 05925	UNMANNED AERIAL VEHICLE DATA (DRONE)	Delete asap, no later than 7 days after collection unless data is part of active criminal investigation.	Private/NonPublic	MS 626.19, subd. 6 c
POLICE	POL 05930	USE OF FORCE Audio & video recordings including, but not limited to body worn cameras and squad car camera recordings, containing information of any incident where force was used and supervisory review is completed according to department policy.	7	Public/Private/ Confidential	MS 13.39, MS 13.43, MS 13.82
POLICE	POL 05940	VIDEO TAPE OF BOOKING This excludes portable recording systems / body worn cameras.	30 days	Private	MS 13.43

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - ENGINEERING	PWE 00100	AERIAL PHOTOGRAPHS Photographs of city.	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00200	CONSTRUCTION DRAWINGS / AS BUILTS For completed city buildings, streets, storm sewer, sidewalks, etc.	Life of property	Public/Non-Public	MS 13.37
PUBLIC WORKS - ENGINEERING	PWE 00300	DEMOLITION RECORDS	30	Public	
PUBLIC WORKS - ENGINEERING	PWE 00400	ENGINEERING DESIGN BOOKS, PRODUCT DEVELOPMENT STANDARDS, SPECIFICATION BOOKS, DRAWINGS	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00500	FLOOD CONTROL RECORDS Includes history, federal disaster assistance info., reports, photos, dike level charts.	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00600	INSPECTION & TESTING RECORDS For water mains, streets, storm sewers, sidewalks, etc.	5 after transaction complete	Public	
PUBLIC WORKS - ENGINEERING	PWE 00700	MAPS, CONSTRUCTION Public infrastructure.	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00800	MAPS - TOPOGRAPHICAL	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 00900	PERMITS - STREET OPENING	7 after completion	Public	
PUBLIC WORKS - ENGINEERING	PWE 01000	STREET UTILITY SERVICE LINES	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01100	PLANS & SPECIFICATIONS Construction	6 after receipt of as built	Public	
PUBLIC WORKS - ENGINEERING	PWE 01200	PROJECT RECORDS Projects such as street improvements. Should be retained permanently if project has historical value, or is a major capital improvement. Projects not having historical value such as striping, sealcoating, street lighting and maintenance projects need only be retained for 5 yrs after project completion.	Permanent if project is historical or major; 5y if not	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - ENGINEERING	PWE 01300	PROJECT RECORDS Abandoned.	3	Public	
PUBLIC WORKS - ENGINEERING	PWE 01400	PROJECT RECORDS Preliminary.	6	Public	
PUBLIC WORKS - ENGINEERING	PWE 01450	REBATE PROGRAMS	3	Public	
PUBLIC WORKS - ENGINEERING	PWE 01500	RIGHT-OF-WAY DOCUMENTS	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01600	STORM WATER MANAGEMENT RECORDS	10 after end of permit period	Public	
PUBLIC WORKS - ENGINEERING	PWE 01650	STREET INDEXES	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 01700	STREET REGULATIONS Not passed.	1	Public	
PUBLIC WORKS - ENGINEERING	PWE 01800	STREET REGULATIONS Passed.	1 after expiration	Public	
PUBLIC WORKS - ENGINEERING	PWE 01850	TRAFFIC REPORTS / STUDIES Traffic count data, etc.	3	Public	
PUBLIC WORKS - ENGINEERING	PWE 01860	TRAFFIC COUNT MAP Annual official map.	Permanent	Public	
PUBLIC WORKS - ENGINEERING	PWE 02100	WATERSHED DISTRICT RECORDS	10	Public	
PUBLIC WORKS - ENGINEERING	PWE 02200	WEIGHT TICKETS	2	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00100	ARBORCULTURE Includes resource files, copies from outside sources.	Review annually	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00200	ASPHALT MIXING LOG	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00300	BRIDGE/CULVERT INVENTORY	Permanent	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00400	BRIDGE/CULVERT MAINTENANCE REPORTS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00500	CLIMATOLOGICAL GRAPHS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00600	CURB STOP REQUESTS	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00700	DAILY WORK SCHEDULES, CREW SCHEDULES	1	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00800	DIKE MAINTENANCE RECORDS	Permanent	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 00900	DRIVEWAY GUTTER PATCHING RECORDS	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01000	EMERGENCY STORM DAMAGE Includes request for pickup and hauling, reports, and documentation.	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01100	ENVIRONMENTAL COMPLAINTS REPORTS Includes disposition.	Permanent	Public/Private/Confidential	MS 13.44
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01200	FILL MATERIAL REQUESTS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01300	FREEZING CONDITIONS EMERGENCY LOG	2	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01350	MAINTENANCE/INSPECTION OF FACILITIES Including picnic facilities, ball fields, play grounds, trails, bikeways etc. for maintenance purposes.	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01400	MANHOLE CONDITION FIELD REPORTS/SUMMARY SHEETS	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01500	MANHOLE REPAIR REPORT	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01600	MNDOT CORRESPONDENCE	6	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01700	PROBLEM STREET AREA REPORTS	10	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01750	RECONCILIATION REPORTS Underground fuel tank testing results.	10 (MN Rules 7150.0450)	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 01800	REFORESTATION PROGRAM Including schedule, purchasing information, citizens' involvement.	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02000	SIDEWALK REPAIR RECORDS	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02100	SNOW REMOVAL EMERGENCY PLANS	Until superseded	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02200	SNOW REMOVAL LOGS	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02300	STREET COMPOSITION REPORTS	Permanent	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02400	STREET INVENTORY / CONDITION / RESURFACING RECORDS	Until superseded	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02500	STREET PATCH REQUESTS	2	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02700	STORM SEWER LIFT STATIONS PUMP REPORTS	Life of equipment plus 2y	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02800	TREE DISEASE CONTROL Includes inspection reports, removal reports.	5	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02900	VEHICLE SAFETY INSPECTION REPORTS	1	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 02960	WATERCRAFT INSPECTIONS	3	Public	
PUBLIC WORKS - MAINTENANCE/OPS	PWM 03000	WEED COMPLAINT & REPORTS Includes disposition of complaint.	7	Public/Private/Confidential	MS 13.44

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
RECORDS MGMT	RMG 00100	AUTHORITY TO DISPOSE OF RECORDS STATE FORM (PR - 1) Used to approve destruction of records not on an approved retention schedule.	Permanent	Public	
RECORDS MGMT	RMG 00200	HISTORICAL DATA/PHOTOGRAPHS	Permanent	Public	
RECORDS MGMT	RMG 00300	MICROFILM INDEX List of documents that have been microfilmed.	Until superseded	Public	
RECORDS MGMT	RMG 00400	PROCEDURES Written procedures & policies relative to records management.	Until superseded	Public	
RECORDS MGMT	RMG 00500	RECORDS INVENTORIES List of specific types of records generated by the agencies' staff. Used for generating retention schedules.	Until superseded	Public	
RECORDS MGMT	RMG 00600	RECORDS CHECKOUT REQUEST Documents the access of records retrieved from Records Center or other facility.	6 months	Public	
RECORDS MGMT	RMG 00700	RECORDS DISPOSITION AUTHORIZATION Internal list of records that have been authorized for destruction and are listed on a state approved retention schedule.	Permanent	Public	
RECORDS MGMT	RMG 00800	RECORDS INVENTORY REPORT Index of records stored by city and the records locations.	Until superseded	Public	
RECORDS MGMT	RMG 00900	RECORDS MANAGEMENT MANUAL Documents the policies and procedures of the different programs in records management. May include training materials, retention schedules, micrographic procedures, vital records protection procedures, file standards, and general records guidelines.	Until superseded	Public	
RECORDS MGMT	RMG 01000	RECORDS RETENTION SCHEDULES List of specific types of records maintained by an agency and the period of time that each type should be retained.	Until superseded	Public	
RECORDS MGMT	RMG 01100	RECORDS TRANSFER/TRANSMITTAL LIST Documentation that tracks and verifies the transfer of records.	1 or until the records are removed/destroyed	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
UTILITIES	UTL 00100	ABANDONED MAINS AND SERVICES AS BUILT Includes plans of private sewer and water systems.	Permanent	Public	
UTILITIES	UTL 00200	ADJUSTMENT REPORTS	3	Public	
UTILITIES	UTL 00300	AFFIDAVIT/CONTRACTOR	Permanent	Public	
UTILITIES	UTL 00500	BACTERIOLOGICAL TEST/ANALYSIS	5	Public	
UTILITIES	UTL 00600	BILLINGS (REGISTER)	4	Public	
UTILITIES	UTL 00800	CHEMICAL ANALYSIS	10	Public	
UTILITIES	UTL 00850	CUSTOMER DATA/MUNICIPAL UTILITIES	6	Private if electric;Public if water or sewer	MS 13.685
UTILITIES	UTL 00900	DAILY TRANSACTION REPORTS	5	Public	
UTILITIES	UTL 01000	DELINQUENT REPORTS	2	Public	
UTILITIES	UTL 01100	DISTRIBUTION REPORTS Electric	6	Public	
UTILITIES	UTL 01200	EPA REPORTS Complaints, etc.	10	Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public	MS 13.39, MS 13.44
UTILITIES	UTL 01300	EQUIPMENT REPORTS Maintenance records, etc.	Life of equipment	Public	

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SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
UTILITIES	UTL 01400	FIRE HYDRANT MAINTENANCE	6	Public	
UTILITIES	UTL 01500	FROZEN WATER LINES LIST Complaints, etc.	Permanent	Public	
UTILITIES	UTL 01600	GOPHER STATE ONE RECORDS City's copy.	1	Public	
UTILITIES	UTL 01700	HEALTH DEPARTMENT REPORTS Complaints, etc.	12	Inactive: Public. Active: varies depending on nature and action of complaint. Private/Non-public.	MS 13.39, MS 13.44
UTILITIES	UTL 01800	INSPECTIONS-SERVICE NEW MAINS	Permanent	Public	
UTILITIES	UTL 01900	MAINTENANCE PUMP STATIONS	1	Public	
UTILITIES	UTL 02000	METER READING CARDS/SHEETS Including printouts from electronically read meters.	3	Public	
UTILITIES	UTL 02100	METER RECORDS	Life of equipment	Public	
UTILITIES	UTL 02130	PEAK DEMAND REPORTS	3	Public	
UTILITIES	UTL 02160	OUTAGE REPORTS	3	Public	
UTILITIES	UTL 02200	PUMPING REPORTS	Life of pump	Public	
UTILITIES	UTL 02400	REPORTS AND STUDIES Comprehensive sewer plan data; includes maps, statistics, capacity, lift stations, future development, projects and layouts.	10	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
UTILITIES	UTL 02500	SERVICE LINE AND ADDRESS CARDS Ties to all sewer and water services.	Permanent	Public	
UTILITIES	UTL 02600	SERVICE REQUESTS For water lines, sewer lines, manhole repairs, curb box, valve box repairs, hydrant repairs and alterations and repair orders.	As long as customer is active	Public	
UTILITIES	UTL 02630	SEWER BACKUP RECORDS	15	Public	
UTILITIES	UTL 02700	SEWER CLEANING REPORTS	6	Public	
UTILITIES	UTL 02800	SEWER DISCHARGE PERMITS	5 after expiration	Public	
UTILITIES	UTL 02830	SEWER MAIN BREAK RECORDS	Permanent	Public	
UTILITIES	UTL 02850	SEWER TELEVISIONING REPORT	20	Public	
UTILITIES	UTL 02900	SHUT OFF LIST	2	Public	
UTILITIES	UTL 03000	UTILITY ACCOUNT CHANGE ORDERS	2	Private if electric; Public if water or sewer/Non-Public	MS 13.685
UTILITIES	UTL 03050	UTILITY PAYMENT STUB	7 days	Private if electric; Public if water or sewer/Non-Public	MS 13.685
UTILITIES	UTL 03070	WASTEWATER MANAGEMENT RECORDS	10	Public	
UTILITIES	UTL 03100	WATER AND SEWER ANALYSIS	10	Public/Private/Non-Public	MS 13.3805, Subd. 4

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
UTILITIES	UTL 03200	WATER MAIN BREAK RECORDS	Permanent	Public	
UTILITIES	UTL 03300	WATER METER REPLACEMENT SHEETS	Permanent	Public	
UTILITIES	UTL 03400	WELL PERMITS	5 after abandonment of well	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
VITAL STATISTICS	VIT 00100	BIRTH RECORDS	Permanent	Public/Private/Confidential	MS 144.225, MS 144.218, MS 259.49
VITAL STATISTICS	VIT 00200	DEATH RECORDS	Permanent	Public/Private	MS 144.225
VITAL STATISTICS	VIT 00300	HOSPITAL LISTS OF BIRTHS AND DEATHS	1	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
WASTE MGMT	WST 00100	CLEAN-UP DAY INFO/PERMITS Annual city sponsored events allowing residents to dispose of items such as batteries, carpeting, tires, and major appliances.	5 after event	Public	
WASTE MGMT	WST 00200	COMPOSTING/YARDWASTE REGULATIONS	Until superseded	Public	
WASTE MGMT	WST 00300	CURBSIDE RECYCLING PROGRAM	6	Public	
WASTE MGMT	WST 00400	DROP OFF SITE/RECYCLING YARD WASTE	5	Public	
WASTE MGMT	WST 00500	ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW): Environmental Impact Statements (EIS), evaluations of development or redevelopment sites, hearing documents, meeting minutes & resolution of findings.	30	Public	
WASTE MGMT	WST 00600	EXCEPTION REPORTS Documents the non-receipt of the Uniform Hazardous Waste Manifest. Can be a copy of the manifest with a notation stating that the return copy was not received. The note should explain the efforts taken to locate the hazardous substance and the results of actions.	30	Public	
WASTE MGMT	WST 00700	HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER Accepts paints, corrosives, flammables, toxics, used motor oil, car/truck batteries.	30	Public	
WASTE MGMT	WST 00800	IDENTIFICATION NUMBERS Various identification numbers assigned by institutions (i.e. Environmental Protection Agency Federal Regulators, State or County).	Until superseded	Public	
WASTE MGMT	WST 00900	LANDFILL/GARBAGE DUMP SITES Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, inspection reports.	30	Public	
WASTE MGMT	WST 01100	NOTICES OF COMMERCIAL HAZARDOUS SUBSTANCE Types of materials, chemicals, etc. stored and used by commercial and industrial users within municipality.	30	Public	

GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES

SECTION	CODE	TITLE & DESCRIPTION	RETENTION PERIOD	CLASSIFICATION	STATUTE
WASTE MGMT	WST 01200	NOTICE OF SPILL(S) Minnesota Pollution Control Agency reports on locations of spills, materials spilled, clean-up efforts employed, etc.	30	Public	
WASTE MGMT	WST 01300	OPEN BURNING PERMITS State and City permits for hazardous and solid waste burning.	30	Public	
WASTE MGMT	WST 01400	RECLAMATION AGREEMENTS Agreement with company to transfer, dispose of or treat the substance.	30 after termination or expiration (29 CFR 1910.20)	Public	
WASTE MGMT	WST 01500	RECYCLING BINS & ACCESSORIES PRICE SHEET Resale to residents.	3	Public	
WASTE MGMT	WST 01600	RECYCLING BROCHURES	Until superseded	Public	
WASTE MGMT	WST 01700	REPORTS HAZARDOUS WASTE All disclosure forms & annual reports.	30 from date report was due (MN Rule 7045.0294)s	Public	
WASTE MGMT	WST 01750	SAFETY DATA SHEETS Chemical record inventory.	30 after discontinuation of use	Public	
WASTE MGMT	WST 01800	SLUDGE DISPOSAL	5	Public	
WASTE MGMT	WST 01900	TEST RESULTS Results of substance analysis or other determinations used to evaluate the substance.	30 from date sent to off-site facility (MN Rules 7045.0294)	Public	
WASTE MGMT	WST 02000	TRANSPORT INFORMATION Documentation concerning the company that transports the hazardous substances. Should include the name and EPA number of the company.	30 (40 CFR 263.20)	Public	
WASTE MGMT	WST 02100	UNIFORM HAZARDOUS WASTE MANIFESTS State required document for the identification of transported hazardous substances.	30 from date of acceptance by transporter (40 CFR 263.20)	Public	

ITEMS REQUIRING BOARD ACTION

3. Washington Conservation District 2025 Inspection Services Contract (Patrick Hughes)

MEMORANDUM
Rice Creek Watershed District



Date: October 14th, 2024
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: Washington Conservation District Agreement for Inspection Services

Introduction

The agreement between RCWD and Washington Conservation District (WCD) for inspection services will expire on December 31, 2024 and requires an amendment to be extended through 2025.

Background

RCWD originally entered into an agreement with WCD for regulatory inspection services in September 2022 for a six-month term. Since that time, the agreement has been amended twice to extend the term through December 31, 2024.

RCWD continues to have a large volume of permits and receives great value from the partnership with Washington County for inspection services. Continuing the agreement through 2025 increases the District’s capacity to timely address and manage open permits. The dollars expended since the beginning of the agreement have been below the “not-to-exceed” amount specified in the agreement language. Additionally, the District budgeted funds for inspection contracts in 2025.

To continue the inspection services agreement, another amendment is required to extend the term. The amendment extends the agreement term until December 31, 2025, increases the total hours of service from 750 to 1,100, increases the “not-to-exceed” amount from \$40,500 to \$66,000, and includes WCD’s 2025 Technical Services Rate Schedule. All other terms of the agreement remain the same.

Staff Recommendation

Staff recommend that the Board of Managers approve the amendment to the WCD Inspection Services Agreement with the updated not-to-exceed total amount of \$66,000 and extend the term through December 31, 2025.

Proposed Motion

Manager _____ authorizes the Administrator to amend the Washington Conservation District Inspection Services Agreement for a term extension through December 31, 2025 with an aggregate spending authority not-to-exceed \$66,000, seconded by Manager _____.

Attachments

- Third Amendment to the RCWD-Washington Conservation District Service Agreement for Inspection Services
- 2025 Washington Conservation District Technical Services Rate Schedule
- RCWD-Washington Conservation District Service Agreement for Inspection Services

**THIRD AMENDMENT to
SERVICE AGREEMENT for INSPECTION SERVICES**

RICE CREEK WATERSHED DISTRICT and WASHINGTON CONSERVATION DISTRICT

The Rice Creek Watershed District (RCWD) and the Washington Conservation District (WCD) entered into a Service Agreement for Inspection Services (“Agreement”) on September 12, 2022, and amended that agreement on February 8, 2023 and again on November 14, 2023. The RCWD and WCD wish to extend the Agreement and set fees for 2025, and therefore enter into this Amendment.

The Agreement hereby is amended as follows:

1. In section 3, the Agreement term is extended from December 31, 2024 to December 31, 2025.
2. In paragraph 4(b), the total hours of services is increased from 750 to 1,100.
3. In paragraph 4(f), the not-to-exceed amount for the Agreement is increased from \$40,500 to \$66,000.
4. Fees for services in calendar year 2025 will be in accordance with the 2025 Technical Services Rate Schedule attached hereto and made a part of the Agreement.
5. All other terms of the Agreement remain in full force and effect.

Wherefore, this Amendment is duly executed on the last date written below.

Rice Creek Watershed District

By: _____ Date:
Nick Tomczik, RCWD Administrator

Washington Conservation District

By:  _____ Date: 10-09-24
Jay Riggs, WCD Manager



2025 Technical Services Rate Schedule

The Washington Conservation District shall use the following hourly rate schedule.

AIS Watercraft Inspectors	\$36
Seasonal	\$48
Technician 1	\$69
Technician 1/2	\$73
Technician 1/2/Specialist 1	\$77
Tech 2/Specialist 1/2	\$82
Specialist 1/2/3	\$87
Specialist 2/3/4	\$92
Specialist 3/4/Engineer	\$97
Administrator/Manager	\$109

Technical services provided by the WCD will be billed in accordance with this Rate Schedule. Invoices are sent per the conditions of the agreement and will summarize the work performed. Invoices are payable within 60 days.

Office supplies, in-house reproduction expenses, and transportation are included in the rates noted above. Out source reproduction, special bulk mailings, equipment, supplies, and other non-ordinary costs are not included. Any direct costs are to be reimbursed at actual cost.

SERVICE AGREEMENT for INSPECTION SERVICES

RICE CREEK WATERSHED DISTRICT and WASHINGTON CONSERVATION DISTRICT

This is an Agreement between the Rice Creek Watershed District (RCWD) and the Washington Conservation District (WCD), both political subdivisions of the State of Minnesota.

The RCWD and the WCD agree as follows:

1. Scope of Services

The WCD will:

1. Perform the following inspection services within the portions of RCWD within Washington County and other locations as directed by RCWD, in accordance with standards stated in this agreement and as otherwise communicated by RCWD:
 - a. Routine inspections of active construction sites, to include:
 - i. Sediment and erosion control Best Management Practices (BMPs) during active construction; inspections are to provide for BMPs sufficient to contain sediment on-site and as described by the Minnesota Pollution Control Agency's Minnesota Stormwater Manual as updated and amended;
 - ii. Construction and function of stormwater management features, such as ponds, raingardens, swales, other infiltration basins, etc.;
 - iii. Floodplain impacts and mitigation;
 - iv. Wetland impacts (generally) and mitigation;
 - v. Extent/scope of project as specifically planned; and
 - vi. Other stipulations of permits as needed.
 - b. Identify construction projects without required permits
 - c. Document relevant facts and notify RCWD inspection staff/review staff for potential enforcement action and facilitation of permit application materials
 - d. Perform final inspections of completed construction sites to include:
 - i. Final stabilization (non-erodible surfaces);
 - ii. Construction per plan;
 - iii. Stormwater features functional as planned; and
 - iv. Completion of special permit stipulations.
 - e. Other services as requested.
2. The WCD will conduct regular inspections for sites for which the RCWD has provided the WCD with access to approved permits and plans.

- a. WCD will conduct site inspections as needed during the period of active site work. WCD will prepare inspection reports identifying necessary actions for compliance and transmit them to parties subject to permits.
 - b. WCD will re-inspect to verify corrections have been made, as required.
3. WCD will respond to any special circumstance requests from RCWD (items other than regular inspection as defined in #2 above) ideally within 1 business day and will ensure response within 2 business days.
4. WCD will provide the RCWD copies of the inspection reports within three business days of the inspection. This will involve logging into database and Laserfiche.
5. If a re-inspection identifies that corrections have not been made, the WCD will confer with RCWD staff within one business day after inspection and before the WCD sends correspondence to the applicant related to corrective action. WCD is not authorized to exercise formal enforcement authorities of the RCWD but, in coordination with the RCWD, may send correspondence to property owners and permittees concerning site conditions and violations.
6. During off-construction periods/ period with low active construction workload or at any time as determined by the RCWD administrator, WCD staff will work to complete non-field inspections duties and other services as requested by RCWD Administrator.
7. The WCD will coordinate all services under this Agreement with RCWD Administrator or assigned staff as program manager on behalf of the RCWD.
8. Services provided pursuant to this Agreement will be provided by WCD staff with significant experience in the field of erosion and sediment control inspection. The WCD will perform all services with due care.
9. WCD and RCWD will comply with the Minnesota Data Practices Act (DPA) in performing this Agreement and will work cooperatively to ensure compliance. WCD and RCWD will cooperate in classification of data that are shared between the entities and will cooperate in responding to requests for data.

Pursuant to Minnesota Statutes §13.03, subd. 4(c), the parties agree that data received by WCD from RCWD will have the same classification as it had in the hands of RCWD. RCWD will notify WCD of the classification of data at the time such data are transmitted to WCD, or in cooperating in response to a DPA request in accordance with the paragraph following. WCD will not change the classification of such data. RCWD will promptly notify WCD if RCWD changes the classification of data previously disseminated to WCD. WCD will timely inform RCWD if it receives a DPA request concerning data received from RCWD, and the parties will cooperate in response to such a request. RCWD will indemnify, hold harmless, and defend WCD, its officials, agents, and employees against any and all costs, fines and damages incurred by the WCD, its

officials, agents, or employees with respect to a claim of RCWD misclassification of data as not public within the meaning of the DPA or WCD's failure to release such data as a result of that classification.

10. Before beginning site inspection activity, WCD will submit for RCWD review and concurrence a written protocol that will govern WCD's entry onto property under this agreement. WCD may exercise all rights to enter property and perform inspections, surveys and investigations that it or the RCWD possesses. WCD represents that its personnel are trained and knowledgeable as to safe and proper site inspection practices, is solely responsible for the actions and omissions of its employees during field inspections and otherwise in the performance of the services, and will hold RCWD, its managers and employees harmless, and defend and indemnify them, with respect to any claim, liability or cost resulting from such action or omission.

11. WCD will provide quarterly reports to RCWD of billable time, including information on those active or idle sites that are being inspected/addressed by WCD, location /city, time spent /billed.

2. **RCWD Roles and Responsibilities**

The RCWD will provide:

- Permit administration, fee collection and the administration of all surety deposits;
- Copies of issued permits after applicant has satisfied all application requirements;
- Determination of RCWD Rule applicability and permitting requirements;
- Release of unused surety deposits;
- Access to the existing permit and inspection databases; and
- A smart-phone to access permit and inspection databases and recording format

RCWD will notify the WCD of:

- Permits that will be subject to inspection by the RCWD by providing WCD with access to approved permits, engineer's reports, plans, and other file documentation as appropriate.
- Any special considerations as agreed to by the parties, including but not limited to shortened permit timeframes, working under initial violations, work near the RCWD regulated public drainage system, or any other item the RCWD would deem necessary to communicate to WCD.

3. **Term**

The Term of this Agreement is from September 1, 2022, to February 28, 2023 unless terminated earlier as provided herein.

4. **Cost/Payment**

- a. The RCWD will pay the WCD on an hourly basis at the rate of \$41.00 - \$89.00 per hour, based on personnel and task (per attached Fee Schedule). The average

rate is projected to be \$52.00 per hour in 2022, and \$54 per hour in 2023, for services provided pursuant to this Agreement for services provided in all areas within the RCWD. Inspections will be performed by Seasonal and Senior Technician classifications. Specialist or Manager may be used for permit violations or other special circumstances.

- b. In coordination with RCWD direction, the WCD will provide up to 250 hours of services. In no event will services provided pursuant to this Agreement exceed 40 hours in any work week.
- c. The WCD will submit invoices on a monthly basis.
- d. On a monthly basis, invoices will be submitted with the reports required by section 1.11 above for the month.
- e. Interest accrual and disputes regarding payment are governed by the terms of Minnesota Statutes § 471.425.
- f. The total amount that the RCWD will pay to the WCD under this Agreement will not exceed \$13,500.

5. **Independent Contractor**

Nothing in this Agreement is intended or is to be construed as creating the relationship of agents, partners, joint venturers, or associates between the parties hereto or as constituting the WCD as the employee of the RCWD for any purpose or in any manner whatsoever. The WCD is an independent contractor and neither it, its employees, agents, nor representatives are employees of the RCWD. The WCD will select the means, method and manner of performing the services. From any amounts due the WCD, there will be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes, which are associated with an employer-employee relationship unless required by law. Payment of any applicable federal income tax, FICA payments, and state income tax are the responsibility of the WCD.

6. **Indemnification**

Each party will hold the other party, its board members and employees harmless, and indemnify them, for all claims, actions, costs, damages and liabilities to the extent due to the indemnifying party's negligent or otherwise wrongful act or omission, or breach of a specific contractual duty. For any claim subject to this paragraph by an employee of a party, the indemnification obligation is not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for that party under workers' compensation acts, disability acts or other employee benefit acts.

Nothing in this Agreement is a waiver by the WCD or the RCWD of any statutory or common law immunity, defense or liability limit. No action or inaction of a party under this Agreement creates a duty of care for the benefit of any third party. Nothing herein

constitutes agreement of either party to be responsible for the acts or omissions of the other within the meaning of Minnesota Statutes § 471.59, subd. 1a.

7. Insurance

a. Each party will secure the following coverages and comply with all provisions noted. A party will provide a certificate of insurance or of a self-insurance program evidencing the required coverages on the other party's request.

a.1 Commercial General Liability Insurance

- a.1.1 \$ 1,500,000 per occurrence
- \$ 1,500,000 general aggregate
- \$ 1,500,000 products/completed operations total limit
- \$ 1,500,000 personal injury and advertising liability

a.1.2 All policies shall be written on an occurrence basis using ISO form CG 00 01 or the equivalent.

a.2 Workers' Compensation and Employer's Liability

b.2.1 Workers' Compensation as required by Minnesota Law

b. The above sub-paragraphs establish minimum insurance requirements. It is the sole responsibility of each party to purchase and maintain additional insurance that it finds necessary in connection with this Agreement.

8. Non-Assignability

The WCD may not assign or transfer any interest in this Agreement, whether by subcontract, assignment or novation, without the prior written consent of the RCWD.

9. Return of Property

All property furnished to or for the use of WCD by RCWD and not fully used in the performance of the services, including but not limited to equipment, supplies, materials and data, both hard copy and electronic, will remain the property of RCWD and returned to RCWD at the end of the performance of the services, or sooner if requested by RCWD.

10. Equal Employment Opportunity

Each party will comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability, or age.

11. Audit

WCD will maintain all records pertaining to fees or costs incurred in connection with services under this Agreement for six years from the date of termination of the Agreement. WCD agrees that any authorized RCWD representative or the state auditor may have access to and the right to examine, audit and copy any such records during normal business hours.

12. **Termination**

a. **For Cause**

Either party may terminate this Agreement in accordance with standard principles of Minnesota contract law if the other party violates any material term or condition of this Agreement or does not fulfill in a timely and proper manner its obligations under this Agreement. In the event that a party exercises its right of termination under this Paragraph, it shall submit written notice to the other party, specifying the basis for the termination. The non-terminating party may have thirty (30) days to cure any violation alleged in the notice of termination. If the alleged violation is not cured during that time, termination shall become effective upon the expiration of thirty (30) days from the date of the notice of termination.

b. **Without Cause**

Either party may terminate this Agreement without cause and for any reason whatsoever on thirty (30) days' written notice to the other party. In such event, the WCD is entitled to compensation for services provided in a satisfactory manner up to and including the effective date of termination.

c. **If RCWD terminates, or if WCD terminates without cause, RCWD promptly will instruct WCD as to services to be completed by the effective date of termination.**

13. **Alteration**

Any alteration, variation, modification, or waiver of the provisions of this Agreement is valid only after it has been reduced to writing and duly signed by both parties.

14. **Interpretation of Agreement; Venue**

This Agreement is to be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement is venued in the District Court, Second Judicial District, State of Minnesota.

15. **Notice**

Any written communication required under this Agreement to be provided in writing will be directed to the other party as follows:

To RCWD:
Nick Tomczik
Administrator

To SWCD:
Jay Riggs
WCD Manager

Either of the above individuals may in writing designate another individual to receive communications under this Agreement.

16. **Entire Agreement**


This Agreement constitutes the entire agreement between the parties and supersedes all prior oral or written negotiations.

WHEREFORE, this Agreement is duly executed on the last date written below.

Approved for Form and Execution

via email 9/12/22
Counsel, RCWD

RICE CREEK WATERSHED DISTRICT

By: 
Patricia Preiner, RCWD Board President Date: 9-12-2022

WASHINGTON CONSERVATION DISTRICT

By: 
Jay Riggs, WCD Manager Date: 9-2-22



2022 Technical Services Rate Schedule

The Washington Conservation District shall use the following hourly rate schedule.

AIS Watercraft Inspectors	\$31
Seasonal	\$41
Technician	\$63
Senior Technician/Specialist	\$68
Specialist II	\$74
Senior Specialist	\$80
Manager/Administrator/Engineer	\$89

Technical services provided by the WCD will be billed in accordance with this Rate Schedule. Invoices are sent per the conditions of the agreement will summarize the work performed. Invoices are payable within 60 days.

Office supplies, in-house reproduction expenses, and transportation are included in the rates noted above. Out source reproduction, special bulk mailings, equipment, supplies, and other non-ordinary costs are not included. Any direct costs are to be reimbursed at actual cost.



DRAFT 2023 Technical Services Rate Schedule

The Washington Conservation District shall use the following hourly rate schedule.

AIS Watercraft Inspectors	\$32
Seasonal	\$42
Technician 1 and 2	\$62
Technician 3	\$66
Specialist 1	\$70
Specialist 2	\$76
Specialist 3	\$82
Administrator/Engineer/Manager	\$92

Technical services provided by the WCD will be billed in accordance with this Rate Schedule. Invoices are sent per the conditions of the agreement and will summarize the work performed. Invoices are payable within 60 days.

Office supplies, in-house reproduction expenses, and transportation are included in the rates noted above. Out source reproduction, special bulk mailings, equipment, supplies, and other non-ordinary costs are not included. Any direct costs are to be reimbursed at actual cost.

ITEMS REQUIRING BOARD ACTION

4. Professional Services Proposals (Nick Tomczik)

MEMORANDUM
Rice Creek Watershed District



Date: October 16, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Professional Service Proposals for District 2025-26

Introduction

The District every two years is to solicit interest proposals for legal, professional, or technical consultant services. The Board of Managers considered professional service proposals at its October 7, 2024 workshop and by consensus agreed to bring this item to the October 23rd meeting for the full board to consider. The non-public data proposals were provided under separate cover for managers to handle with due care and reminded to bring that separate packet of non-public information to the October 23 board meeting.

Background

The Board at its July 24, 2024, meeting authorized notice for solicitation of professional services for the District. The notice instructed interested entities to submit its proposal which was to include background and profile information on the firm, along with the specific information as to expertise in watershed district matters, hourly billing rates for the future 2025-2026 timeframe, and the names and qualifications of personnel. The deadline for submittal closed on September 13, 2024, the District receiving submittals for Board consideration to address the solicited areas of District professional service needs. *(The proposals are “non-public data” under Data Practices Act.)*

The publicized notice results in proposals from six engineer firms, two legal firms, one accountant firm, two information technology firms, and one human resource firm. Data Practices Act classifies the proposals as non-public data, prohibiting placement of the proposals in the packet. Therefore, staff will timely mail the non-public data proposals under separate cover for managers to handle with due care. The following are the service categories and firms (alphabetical) submitting a proposal.

Engineer

- Bolten & Menk
- Geosyntec Consultants, Inc.
- Houston Engineering, Inc.
- Merjent, Inc.
- Stanley Consultants, Inc.
- Stonebrooke Engineering

- Smith Partners

Accountant

- Redpath and Company

Information Technology

- RYMARK
- WebVolta

Legal

- Rinke Noonan

Human Resource

- Pitch HR LLC

MEMORANDUM
Rice Creek Watershed District



Managers should independently consider the proposals for a firm’s background, profile, personnel as to expertise in watershed district matters and its fee schedule.

Staff Recommendation

Staff recommends review of each firm as noted above and come to consensus on what, if any, additional information is necessary and how the information would be used in the decision-making process.

Request for Board Consensus

The Board of Managers need to discuss the above-mentioned proposals and reach consensus. (If the Board consensus is to conduct candidate interviews, then staff can facilitate that process.) Again, the Board should develop consensus on awarding services so that contracts may be developed and considered by the Board prior to the close of 2024.

ITEMS REQUIRING BOARD ACTION

5. Check Register Dated October 23, 2024, in the Amount of \$347,918.80 and October Interim Financial Statements Prepared by Redpath and Company

Rice Creek Watershed District
Check Register
October 10, 2024 - October 23, 2024
To Be Approved at the October 23, 2024 Board Meeting

Check #	Date	Payee	Description		
25877	10/09/24	Valdes Lawn Care & Snow Removal, LLC	Construction	\$88,667.06	*Issued 10/9
25878	10/23/24	Blaine Shopping Center, LLC	Rent	8,836.98	
25879	10/23/24	City of Shoreview	Professional Services	200.00	
25880	10/23/24	Davey Resource Group, Inc.	Contracted Services	2,570.00	
25881	10/23/24	Delta Dental	Employee Benefits	1,122.93	
25882	10/23/24	First Unum Life Insurance Company	Employee Benefits	1,087.07	
25883	10/23/24	Growing Green Hearts, LLC	Contracted Services	500.00	
25884	10/23/24	HealthPartners	Employee Benefits	13,756.51	
25885	10/23/24	Tom Hoffman	Contracted Services	2,000.00	
25886	10/23/24	Houston Engineering, Inc.	Engineering Expense	83,173.86	
25887	10/23/24	Instrumental Research, Inc.	Lab Expense	4,731.00	
25888	10/23/24	Kisters North America, Inc.	Computer Software	4,000.00	
25889	10/23/24	Living Water Tree Service	Contracted Services	2,250.00	
25890	10/23/24	McCullough and Sons Well Drilling	Contracted Services	11,200.00	
25891	10/23/24	NineNorth	Professional Services	451.36	
25892	10/23/24	Northway Sports	Vehicle Expense	28,803.42	
25893	10/23/24	ODP Business Solutions, LLC	Office Supplies	181.13	
25894	10/23/24	Premium Waters, Inc.	Meeting Supplies	102.58	
25895	10/23/24	Redpath & Company, LLC	Audit and Accounting	6,258.15	
25896	10/23/24	RMB Environmental Laboratories, Inc.	Lab Expense	4,487.00	
25897	10/23/24	Rymark	Professional Services	3,025.41	
25898	10/23/24	Scandia Trucking & Exc.	Contracted Services	2,586.00	
25899	10/23/24	Smith Partners	Legal Expense	9,005.10	
25900	10/23/24	St. Paul Pioneer Press	Legal Notices	324.30	
25901	10/23/24	Timesaver Off Site Secretarial, Inc.	Professional Services	621.25	
11419	10/23/24	Kim & Gary Delaney	Surety Release - #24-022	1,000.00	
11420	10/23/24	Driven Brands	Surety Release - #22-048	1,000.00	
11421	10/23/24	White Bear Yacht Club	Surety Release - #22-062	1,000.00	
Payroll	10/31/24	October 31st Payroll (estimate)	October 31st Payroll (estimate)	36,847.12	
Payroll	10/31/24	Manager Per Diem/Expenses (estimate)	Manager Per Diem/Expenses (estimate)	1,614.75	
EFT	10/20/24	Further	Employee Benefits	47.00	
EFT	10/15/24	Further	Employee Benefits	3.15	
EFT	10/23/24	Xcel Energy	Telecommunications	8.86	
EFT	10/23/24	Verizon Wireless	Telecommunications	615.64	
EFT	10/23/24	Verizon Wireless	Telecommunications	134.09	
EFT	10/31/24	4M Bank Fee	Bank Fee	17.50	
EFT	10/31/24	Internal Revenue Service (estimate)	10/31 Federal Withholding (estimate)	12,725.15	
EFT	10/31/24	Minnesota Revenue (estimate)	10/31 State Withholding (estimate)	2,233.00	
EFT	10/31/24	Empower Retirement	10/31 Deferred Compensation	895.00	
EFT	10/31/24	Empower Retirement	10/31 Roth IRA	305.00	
EFT	10/31/24	Further	10/31 HSA	621.47	
EFT	10/31/24	PERA (estimate)	10/31 PERA (estimate)	7,645.14	
EFT	10/31/24	Empower Retirement	October Health Care Savings (estimate)	1,264.82	
Total				<u>\$347,918.80</u>	

* 25874 to 25876 -Void due to printing error

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2024
10/31/2024

Combined General & Administrative	Budget Item	Account Number	Original Budget	Budget Adjustment	Current Month Expenses	Year-to-Date Expenses	Current Budget Balance	Percent of Budget
Manager	Per diems	4000	\$33,750.00	-	\$1,500.00	\$20,125.00	\$13,625.00	59.63%
	Manager expenses	4010	8,000.00	-	1,208.97	4,053.91	3,946.09	50.67%
Committees	Committee/Bd Mtg. Exp.	4800	-	-	-	-	-	-
Employees	Staff salary/taxes/benefits	4100-4140	251,775.00	-	19,704.47	200,774.32	51,000.68	79.74%
	District training & education	4265	10,000.00	-	11.99	1,502.14	8,497.86	15.02%
	Employee expenses	4320-4321	1,100.00	-	296.14	990.66	109.34	90.06%
Administration/ Office	Office/Meeting/Software	4200-4205	5,818.00	-	242.37	1,747.29	4,070.71	30.03%
	Printing	4208	500.00	-	-	-	500.00	0.00%
	Rent/Office	4210	22,200.00	-	1,767.40	19,001.90	3,198.10	85.59%
	Telecommunications	4240	7,500.00	-	187.11	4,112.14	3,387.86	54.83%
	Dues	4245	15,642.00	-	786.00	13,286.00	2,356.00	84.94%
	Publications	4250	200.00	-	-	-	200.00	0.00%
	Insurance	4270	8,000.00	-	-	7,147.40	852.60	89.34%
	Postage	4280	1,100.00	-	-	-	1,100.00	0.00%
	Legal Notices	4290	1,500.00	-	-	1,448.86	51.14	96.59%
	Office Equipment/Lease	4635	4,450.00	-	134.26	1,542.10	2,907.90	34.65%
	Sub-Total-Administration:			371,535.00	-	25,838.71	275,731.72	95,803.28
Consultants	Auditor/Accounting	4330	21,000.00	-	1,251.63	16,408.60	4,591.40	78.14%
	Legal	4410	50,000.00	-	2,458.40	26,359.59	23,640.41	52.72%
	Consultants/Professional Serv.	4420	25,000.00	-	1,272.61	14,109.31	10,890.69	56.44%
	Engineering-General	4500	56,000.00	-	3,400.00	30,828.50	25,171.50	55.05%
Sub-Total-Consultants:			152,000.00	-	8,382.64	87,706.00	64,294.00	57.70%
TOTAL			\$523,535.00	-	\$34,221.35	\$363,437.72	\$160,097.28	69.42%

Rice Creek Watershed District Budget Status Report
Administrative & Program Budget
Fiscal Year 2024
10/31/2024

Revenue/Expenditures By Project	2024 Budget	2024 Year to date Revenue	2024 Current Month Expense	2024 Year to date Expense	Current Budget Balance	Percent of Budget
10 - General and Administrative	\$523,535.00	\$367,509.47	\$34,221.35	\$363,437.72	\$523,535.00	69.42%
30 - Environmental Education	254,068.00	130,763.37	13,168.66	176,663.57	77,404.43	69.53%
35 - Information Management	271,146.00	151,556.90	11,793.56	133,371.13	137,774.87	49.19%
60 - Restoration Projects	2,165,193.00	1,239,072.40	45,152.11	759,914.48	1,405,278.52	35.10%
70 - Regulatory	1,590,761.00	832,654.86	92,517.36	885,981.47	704,779.53	55.70%
80 - Ditch & Creek Maintenance	1,741,000.00	843,644.30	151,032.68	1,104,741.33	636,258.67	63.45%
90 - Lake & Stream Management	1,147,001.00	539,591.90	60,616.91	631,308.75	515,692.25	55.04%
95 - District Facilities	641,635.00	287,912.71	40,182.76	240,165.33	401,469.67	37.43%
Total District Revenue/Expenditures	\$8,334,339.00	\$4,392,705.91	\$448,685.39	\$4,295,583.78	\$4,402,192.94	51.54%

Current Fund Balances:

Fund:	Fund Balance @ 12/31/2023	2024 Fund Balance Transfers	2024 Year to date Revenue	2024 Current Month Expense	2024 Year to date Expense	Fund Balance @ 10/31/2024
10 - General Fund	\$494,336.97	-	367,509.47	\$34,221.35	\$363,437.72	\$498,408.72
30 - Environmental Education	267,417.49	-	130,763.37	13,168.66	176,663.57	221,517.29
35 - Information Management	304,261.14	-	151,556.90	11,793.56	133,371.13	322,446.91
60 - Restoration Projects	2,577,070.33	-	1,239,072.40	45,152.11	759,914.48	3,056,228.25
70 - Regulatory	778,726.26	-	832,654.86	92,517.36	885,981.47	725,399.65
80 - Ditch & Creek Maintenance	1,569,947.45	-	843,644.30	151,032.68	1,104,741.33	1,308,850.42
90 - Lake & Stream Management	980,975.03	-	539,591.90	60,616.91	631,308.75	889,258.18
95 - District Facilities	906,117.47	-	287,912.71	40,182.76	240,165.33	953,864.85
99 - Project Anticipation	4,500,000.00	-	-	-	-	4,500,000.00
Total District Fund Balance:	\$12,378,852.14	-	\$4,392,705.91	\$448,685.39	\$4,295,583.78	\$12,475,974.27

Rice Creek Watershed District
Interim Financial Statements

October 31, 2024



4810 White Bear Parkway White Bear Lake, MN 55110 651.426.7000 www.redpathcpas.com

Redpath and Company is an independent member of HLB International, a world-wide organization of professional accounting firms.

Rice Creek Watershed District
Statement of Revenue and Expenditures - General Fund - 10
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>GENERAL FUND - 10-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 257,999.99	494,658.00	(236,658.01)
Interest Revenue	0.00	20,129.50	0.00	20,129.50
Investment Interest-Surety	0.00	80,750.73	28,877.00	51,873.73
Investment Income	0.00	8,629.25	0.00	8,629.25
Total Revenues	0.00	367,509.47	523,535.00	(156,025.53)
Expenses				
Manager Per Diem	1,500.00	20,125.00	33,750.00	(13,625.00)
Manager Expense	1,094.22	1,934.28	3,500.00	(1,565.72)
Manager Travel	114.75	2,119.63	4,500.00	(2,380.37)
Wages	13,734.60	138,055.68	172,334.00	(34,278.32)
Benefits	2,509.22	28,387.70	32,192.00	(3,804.30)
PERA Expense	1,030.10	10,263.47	12,925.00	(2,661.53)
HCSA Contributions	1,264.82	11,206.52	15,640.00	(4,433.48)
Payroll Taxes	1,123.28	11,432.24	13,184.00	(1,751.76)
Payroll Taxes-Unemployment	42.45	1,428.71	5,500.00	(4,071.29)
Office Supplies	131.89	738.49	2,450.00	(1,711.51)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	0.00	250.00	(250.00)
Meeting Supplies	92.98	753.80	2,868.00	(2,114.20)
Printing	0.00	0.00	500.00	(500.00)
Rent	1,767.40	19,001.90	22,200.00	(3,198.10)
Telecommunications	187.11	4,112.14	7,500.00	(3,387.86)
Dues	786.00	13,286.00	15,642.00	(2,356.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	11.99	1,502.14	10,000.00	(8,497.86)
Insurance & Bonds	0.00	7,147.40	8,000.00	(852.60)
Postage	0.00	0.00	1,100.00	(1,100.00)
Legal Notices	0.00	1,448.86	1,500.00	(51.14)
Staff Travel	296.14	990.66	1,100.00	(109.34)
Audit & Accounting	1,251.63	16,408.60	21,000.00	(4,591.40)
Professional Services	1,272.61	11,003.49	20,000.00	(8,996.51)
Contracted Services	0.00	3,105.82	5,000.00	(1,894.18)
Legal	2,458.40	26,359.59	50,000.00	(23,640.41)
Engineering	3,400.00	30,828.50	56,000.00	(25,171.50)
Computer Equipment	0.00	0.00	250.00	(250.00)
Equipment	0.00	79.99	2,000.00	(1,920.01)
Equipment Lease	134.26	1,462.11	2,200.00	(737.89)
Bank Charges	17.50	255.00	0.00	255.00
Total Expenses	34,221.35	363,437.72	523,535.00	(160,097.28)
Total Revenues Over/(Under)				
Expenditures - General Fund	(34,221.35)	4,071.75	0.00	4,071.75
Total Revenue Over/(Under) Expenditur	\$ (34,221.35)	4,071.75	0.00	4,071.75

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMUNICATION & OUTREACH - 30-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 82,352.60	157,055.00	(74,702.40)
Interest Income	0.00	9,192.99	14,014.00	(4,821.01)
Investment Income	0.00	3,940.94	0.00	3,940.94
Total Revenues	<u>0.00</u>	<u>95,486.53</u>	<u>171,069.00</u>	<u>(75,582.47)</u>
Expenses				
Wages	8,014.45	82,392.63	91,332.00	(8,939.37)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	825.78	9,083.56	10,006.00	(922.44)
PERA Expense	601.08	5,322.88	6,850.00	(1,527.12)
Payroll Taxes	596.51	6,478.82	7,379.00	(900.18)
Office Supplies	47.48	334.98	1,225.00	(890.02)
Field Supplies	0.00	0.00	250.00	(250.00)
Computer Software	0.00	965.14	1,000.00	(34.86)
Meeting Supplies	0.00	19.33	500.00	(480.67)
Printing	0.00	208.11	250.00	(41.89)
Rent	883.70	9,500.90	11,100.00	(1,599.10)
Telecommunications	93.55	2,194.74	3,750.00	(1,555.26)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	3,514.11	5,000.00	(1,485.89)
Insurance and Bonds	0.00	3,573.70	4,000.00	(426.30)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	0.00	253.26	550.00	(296.74)
Audit & Accounting	625.82	7,704.31	10,500.00	(2,795.69)
Professional Services	0.00	600.00	2,500.00	(1,900.00)
Contracted Services	0.00	1,225.82	5,000.00	(3,774.18)
Legal	0.00	3,517.33	1,000.00	2,517.33
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	0.00	659.00	250.00	409.00
Equipment	0.00	58.50	1,000.00	(941.50)
Equipment-Lease	67.13	731.07	1,100.00	(368.93)
Total Expenses	<u>11,755.50</u>	<u>138,338.19</u>	<u>171,069.00</u>	<u>(32,730.81)</u>
Total Revenues Over/(Under)				
Expenditures - Communication:	<u>(11,755.50)</u>	<u>(42,851.66)</u>	<u>0.00</u>	<u>(42,851.66)</u>

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WATERSHED COMMUNICATION & OUTREACH - 30-02</u>				
Revenues				
General Property Tax	0.00	7,335.36	14,200.00	(6,864.64)
Total Revenues	0.00	7,335.36	14,200.00	(6,864.64)
Expenses				
Office Supplies	0.00	19.58	0.00	19.58
Computer Software	0.00	76.20	1,000.00	(923.80)
Printing	103.00	413.93	1,500.00	(1,086.07)
Training & Education	174.23	4,831.89	8,500.00	(3,668.11)
Legal	144.50	2,289.76	4,000.00	(1,710.24)
Computer Equipment	0.00	659.00	0.00	659.00
Total expenses	421.73	8,290.36	15,000.00	(6,709.64)
Total Revenues Over/(Under)				
Expenditures - Watershed Communicati	(421.73)	(955.00)	(800.00)	(155.00)
 <u>MASTER WATER STEWARD PROGRAM - 30-03</u>				
Revenues				
General Property Tax	0.00	4,907.45	9,500.00	(4,592.55)
Total Revenues	0.00	4,907.45	9,500.00	(4,592.55)
Expenses				
Field Supplies	0.00	109.00	0.00	109.00
Training & Education	0.00	293.27	3,000.00	(2,706.73)
Contracted Services	0.00	3,000.00	12,000.00	(9,000.00)
Legal Fees	0.00	538.00	0.00	538.00
Construction	0.00	314.20	0.00	314.20
Total expenses	0.00	4,254.47	15,000.00	(10,745.53)
Total Revenues Over/(Under)				
Expenditures - Master Water:	0.00	652.98	(5,500.00)	6,152.98
 <u>OUTREACH PARTNERSHIPS - 30-04</u>				
Revenues				
General Property Tax	0.00	14,464.07	28,000.00	(13,535.93)
Total Revenues	0.00	14,464.07	28,000.00	(13,535.93)
Expenses				
Training & Education	(8.57)	3,789.03	7,000.00	(3,210.97)
Contracted Services	500.00	16,464.30	25,000.00	(8,535.70)
Total expenses	491.43	20,253.33	32,000.00	(11,746.67)
Total Revenues Over/(Under)				
Expenditures - Outreach:	(491.43)	(5,789.26)	(4,000.00)	(1,789.26)

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Communication & Outreach - 30
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>MINI-GRANTS PROGRAM - 30-05</u>				
Revenues				
General Property Tax	0.00	4,458.03	8,630.00	(4,171.97)
Total Revenues	0.00	4,458.03	8,630.00	(4,171.97)
Expenses				
Construction	500.00	3,849.89	10,000.00	(6,150.11)
Total expenses	500.00	3,849.89	10,000.00	(6,150.11)
Total Revenues Over/(Under)				
Expenditures - Mini-Grants:	(500.00)	608.14	(1,370.00)	1,978.14
 <u>ENGINEERING & TECHNICAL SUPPORT - 30-06</u>				
Revenues				
General Property Tax	0.00	2,820.49	5,460.00	(2,639.51)
Total Revenues	0.00	2,820.49	5,460.00	(2,639.51)
Expenses				
Professional Services	0.00	675.00	0.00	675.00
Engineering	0.00	1,002.33	6,000.00	(4,997.67)
Total expenses	0.00	1,677.33	6,000.00	(4,322.67)
Total Revenues Over/(Under)				
Expenditures - Eng. & Technical:	0.00	1,143.16	(540.00)	1,683.16
 <u>WATERSHED PLAN MAINTENANCE - 30-08</u>				
Revenues				
General Property Tax	0.00	1,291.44	2,500.00	(1,208.56)
Total Revenues	0.00	1,291.44	2,500.00	(1,208.56)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	4,000.00	(4,000.00)
Total expenses	0.00	0.00	5,000.00	(5,000.00)
Total Revenues Over/(Under)				
Expenditures - Watershed Plan:	0.00	1,291.44	(2,500.00)	3,791.44
 Total Revenue Over/(Under) Expenditur	 \$ (13,168.66)	 \$ (45,900.20)	 (14,710.00)	 (31,190.20)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>INFORMATION MANAGEMENT - 35-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 74,091.77	141,191.00	(67,099.23)
Interest Revenue	0.00	12,640.36	14,956.00	(2,315.64)
Investment Interest	0.00	5,418.76	0.00	5,418.76
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	92,150.89	156,147.00	(63,996.11)
Expenses				
Wages	2,380.95	18,666.22	30,407.00	(11,740.78)
Benefits	228.75	2,114.52	4,070.00	(1,955.48)
PERA Expense	178.58	1,299.83	2,281.00	(981.17)
Payroll Taxes	176.45	1,483.35	2,326.00	(842.65)
Office Supplies	14.68	145.27	613.00	(467.73)
Computer Software	540.64	11,724.49	11,000.00	724.49
Printing	0.00	0.00	125.00	(125.00)
Rent	441.85	4,750.45	5,550.00	(799.55)
Telecommunications	46.77	1,089.51	1,875.00	(785.49)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	0.00	609.68	2,500.00	(1,890.32)
Insurance and Bonds	0.00	1,786.85	2,000.00	(213.15)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	0.00	275.00	(275.00)
Audit & Accounting	312.91	3,852.16	5,250.00	(1,397.84)
Professional Services	3,145.41	37,627.62	53,000.00	(15,372.38)
Contracted Services	0.00	0.00	1,500.00	(1,500.00)
Recruitment	0.00	41.98	0.00	41.98
Legal	0.00	752.49	500.00	252.49
Engineering	0.00	0.00	500.00	(500.00)
Computer Equipment	0.00	29,074.68	30,000.00	(925.32)
Equipment	0.00	0.00	1,500.00	(1,500.00)
Equipment Lease	33.57	365.56	550.00	(184.44)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	7,500.56	115,384.66	156,147.00	(40,762.34)
Total Revenues Over/(Under)				
Expenditures - Information Management	(7,500.56)	(23,233.77)	0.00	(23,233.77)

BOUNDARY MANAGEMENT PROGRAM - 35-03

Revenues				
General Property Tax	0.00	2,582.87	5,000.00	(2,417.13)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	2,582.87	5,000.00	(2,417.13)
Expenses				
Legal	0.00	0.00	2,500.00	(2,500.00)
Engineering	0.00	768.75	2,500.00	(1,731.25)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	0.00	768.75	5,000.00	(4,231.25)
Total Revenues Over/(Under)				
Expenditures - Boundary Mgmt:	0.00	1,814.12	0.00	1,814.12

Rice Creek Watershed District
Statement of Revenue and Expenditures - Information Management - 35
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT-WIDE MODEL - 35-04</u>				
Revenues				
General Property Tax	0.00	20,662.96	40,000.00	(19,337.04)
Total Revenues	0.00	20,662.96	40,000.00	(19,337.04)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	1,780.50	(8,035.25)	35,000.00	(43,035.25)
Total Expenses	1,780.50	(8,035.25)	40,000.00	(48,035.25)
Total Revenues Over/(Under)				
Expenditures - District-Wide Model:	(1,780.50)	28,698.21	0.00	28,698.21
<u>DATABASE & VIEWER MAINTENANCE - 35-05</u>				
Revenues				
General Property Tax	0.00	33,577.31	65,000.00	(31,422.69)
Total Revenues	0.00	33,577.31	65,000.00	(31,422.69)
Expenses				
Legal	0.00	0.00	5,000.00	(5,000.00)
Engineering	1,825.50	21,559.00	60,000.00	(38,441.00)
Construction Expense	0.00	500.00	0.00	500.00
Total expenses	1,825.50	22,059.00	65,000.00	(42,941.00)
Total Revenues Over/(Under)				
Expenditures - Database & Viewer:	(1,825.50)	11,518.31	0.00	11,518.31
<u>DISTRICT WEBSITE - 35-15</u>				
Revenues				
General Property Tax	0.00	2,582.87	5,000.00	(2,417.13)
Total Revenues	0.00	2,582.87	5,000.00	(2,417.13)
Expenses				
Professional Services	687.00	3,193.97	3,000.00	193.97
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Total expenses	687.00	3,193.97	5,000.00	(1,806.03)
Total Revenues Over/(Under)				
Expenditures - District Website:	(687.00)	(611.10)	0.00	(611.10)
Total Revenue Over/(Under) Expenditur	\$ (11,793.56)	\$ 18,185.77	0.00	18,185.77

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>RESTORATION PROJECTS - 60-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 140,497.28	261,978.00	(121,480.72)
Interest Revenue	0.00	81,112.34	119,427.00	(38,314.66)
Investment Interest	0.00	34,771.92	0.00	34,771.92
Total Revenues	0.00	256,381.54	381,405.00	(125,023.46)
Expenses				
Wages	17,413.54	111,327.04	227,542.00	(116,214.96)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	2,462.25	16,125.81	30,496.00	(14,370.19)
PERA Expense	1,306.02	7,347.41	17,066.00	(9,718.59)
Payroll Taxes	1,242.80	8,979.77	17,799.00	(8,819.23)
Office Supplies	56.54	458.65	1,225.00	(766.35)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	110.00	250.00	(140.00)
Rent	883.70	9,500.90	11,100.00	(1,599.10)
Telecommunications	93.55	2,202.55	3,750.00	(1,547.45)
Publications	0.00	72.00	100.00	(28.00)
Training & Education	2,004.22	2,970.59	5,000.00	(2,029.41)
Insurance and Bonds	0.00	3,643.30	4,000.00	(356.70)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	40.56	1,000.00	(959.44)
Staff Travel	0.00	0.00	550.00	(550.00)
Vehicle	5,889.41	6,607.84	15,000.00	(8,392.16)
Audit & Accounting	625.82	7,704.31	10,500.00	(2,795.69)
Professional Services	0.00	1,670.52	12,000.00	(10,329.48)
Contracted Services	0.00	2,544.32	7,500.00	(4,955.68)
Recruitment	0.00	1,408.02	0.00	1,408.02
Legal	220.58	802.68	2,000.00	(1,197.32)
Engineering	0.00	3,089.25	5,000.00	(1,910.75)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	67.13	731.07	1,100.00	(368.93)
Total Expenses	32,265.56	187,336.59	381,405.00	(194,068.41)
Total Revenues Over/(Under)				
Expenditures - Restoration Projects:	(32,265.56)	69,044.95	0.00	69,044.95
<u>ANOKA CHAIN OF LAKES WATER MGMT. PROJECT - 60-01</u>				
Revenues				
General Property Tax	0.00	131,829.67	255,200.00	(123,370.33)
Grant Income	0.00	477,250.00	0.00	477,250.00
Total Revenues	0.00	609,079.67	255,200.00	353,879.67
Expenses				
Printing	0.00	76.50	0.00	76.50
Legal	0.00	4,492.30	10,000.00	(5,507.70)
Engineering	0.00	22,190.05	30,000.00	(7,809.95)
Construction	0.00	464,234.24	260,000.00	204,234.24
Total expenses	0.00	490,993.09	300,000.00	190,993.09
Total Revenues Over/(Under)				
Expenditures - Anoka Chain:	0.00	118,086.58	(44,800.00)	162,886.58

Substantially all disclosures required by generally accepted accounting principles are not included.

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LOWER RC WATER MGMT. PROJECT - 60-03</u>				
Revenues				
General Property Tax	0.00	38,743.04	75,000.00	(36,256.96)
Total Revenues	0.00	38,743.04	75,000.00	(36,256.96)
Expenses				
Engineering	0.00	0.00	40,000.00	(40,000.00)
Construction	0.00	3,096.97	135,000.00	(131,903.03)
Total expenses	0.00	3,096.97	175,000.00	(171,903.03)
Total Revenues Over/(Under)				
Expenditures - Lower RC:	0.00	35,646.07	(100,000.00)	135,646.07
 <u>MIDDLE RC WATER MGMT. PROJECT - 60-04</u>				
Revenues				
General Property Tax	0.00	0.00	(15,000.00)	15,000.00
Total Revenues	0.00	0.00	(15,000.00)	15,000.00
Expenses				
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	0.00	0.00	5,000.00	(5,000.00)
Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Middle RC Water Mgmt.	0.00	0.00	(25,000.00)	25,000.00
 <u>BALD EAGLE LAKE (BEL) WMD - 60-05</u>				
Revenues				
Special Assessments	0.00	222.75	0.00	222.75
Total Revenues	0.00	222.75	0.00	222.75
Expenses				
Contracted Services	0.00	3,508.08	0.00	3,508.08
Engineering	0.00	0.00	4,000.00	(4,000.00)
Construction Expense	0.00	0.00	27,789.00	(27,789.00)
Total expenses	0.00	3,508.08	31,789.00	(28,280.92)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake WMD:	0.00	(3,285.33)	(31,789.00)	28,503.67

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>BALD EAGLE LAKE WATER MGMT. PROJECT - 60-06</u>				
Revenues				
General Property Tax	0.00	43,908.79	85,000.00	(41,091.21)
Total Revenues	0.00	43,908.79	85,000.00	(41,091.21)
Expenses				
Legal	53.80	215.20	0.00	215.20
Engineering	0.00	0.00	50,000.00	(50,000.00)
Construction	0.00	0.00	60,000.00	(60,000.00)
Total expenses	53.80	215.20	110,000.00	(109,784.80)
Total Revenues Over/(Under)				
Expenditures - Bald Eagle Lake:	(53.80)	43,693.59	(25,000.00)	68,693.59
<u>RCD 2, 3 & 5 BASIC WATER MGMT. PROJECT - 60-08</u>				
Revenues				
General Property Tax	0.00	51,657.40	100,000.00	(48,342.60)
Total Revenues	0.00	51,657.40	100,000.00	(48,342.60)
Expenses				
Legal	0.00	107.60	5,000.00	(4,892.40)
Engineering	0.00	17,466.50	95,000.00	(77,533.50)
Construction Services	0.00	0.00	100,000.00	(100,000.00)
Total expenses	0.00	17,574.10	200,000.00	(182,425.90)
Total Revenues Over/(Under)				
Expenditures - Basic Water Mgmt. Proje	0.00	34,083.30	(100,000.00)	134,083.30
<u>REGIONAL WATER MGMT.PARTNERSHIP PROJECTS - 60-11</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	29,000.00	(29,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Regional Water Mgmt.	0.00	0.00	(50,000.00)	50,000.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>STORMWATER MGMT. COST SHARE - 60-15</u>				
Revenues				
General Property Tax	0.00	160,508.30	310,717.00	(150,208.70)
Total Revenues	0.00	160,508.30	310,717.00	(150,208.70)
Expenses				
Legal Notices	0.00	888.95	3,000.00	(2,111.05)
Engineering	105.00	7,933.75	18,000.00	(10,066.25)
Construction	0.00	0.00	611,000.00	(611,000.00)
Total expenses	105.00	8,822.70	632,000.00	(623,177.30)
Total Revenues Over/(Under)				
Expenditures - Stormwater Mgmt.:	(105.00)	151,685.60	(321,283.00)	472,968.60
 <u>SW URBAN LAKES IMPLEMENTATION - 60-24</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Legal Notices	0.00	0.00	500.00	(500.00)
Legal	0.00	0.00	500.00	(500.00)
Engineering	336.00	720.00	19,000.00	(18,280.00)
Construction	0.00	0.00	55,000.00	(55,000.00)
Total expenses	336.00	720.00	75,000.00	(74,280.00)
Total Revenues Over/(Under)				
Expenditures - Southwest Urban Lake	(336.00)	(720.00)	(75,000.00)	74,280.00
 <u>CLEAR LAKE WATER MGMT.PROJECT - 60-29</u>				
Revenues				
General Property Tax	0.00	33,370.68	64,600.00	(31,229.32)
Total Revenues	0.00	33,370.68	64,600.00	(31,229.32)
Expenses				
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Construction	0.00	0.00	65,000.00	(65,000.00)
Total expenses	0.00	0.00	75,000.00	(75,000.00)
Total Revenues Over/(Under)				
Expenditures - Clear Lake Water Mgmt.	0.00	33,370.68	(10,400.00)	43,770.68

Rice Creek Watershed District
Statement of Revenue and Expenditures - Restoration Projects - 60
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>STORMWATER MASTER PLANNING - 60-35</u>				
Revenues				
General Property Tax	0.00	12,914.35	25,000.00	(12,085.65)
Total Revenues	0.00	12,914.35	25,000.00	(12,085.65)
Total Revenues Over/(Under)				
Contracted Services	0.00	0.00	7,000.00	(7,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	5,196.25	12,237.75	40,000.00	(27,762.25)
Total expenses	5,196.25	12,237.75	50,000.00	(37,762.25)
Total Revenues Over/(Under)				
Expenditures - Stormwater Master:	(5,196.25)	676.60	(25,000.00)	25,676.60
 <u>MUNICIPAL CIP EARLY COORDINATION - 60-36</u>				
Revenues				
General Property Tax	0.00	2,582.87	5,000.00	(2,417.13)
Total Revenues	0.00	2,582.87	5,000.00	(2,417.13)
Expenses				
Contracted Services	0.00	2,644.00	0.00	2,644.00
Legal	0.00	0.00	2,000.00	(2,000.00)
Engineering	0.00	157.50	8,000.00	(7,842.50)
Total expenses	0.00	2,801.50	10,000.00	(7,198.50)
Total Revenues Over/(Under)				
Expenditures - Municipal CIP:	0.00	(218.63)	(5,000.00)	4,781.37
 <u>GROUNDWATER MGMT. & STORMWATER REUSE - 60-37</u>				
Revenues				
General Property Tax	0.00	29,703.01	57,500.00	(27,796.99)
Total Revenues	0.00	29,703.01	57,500.00	(27,796.99)
Expenses				
Contracted Services	0.00	0.00	59,000.00	(59,000.00)
Legal	0.00	0.00	3,000.00	(3,000.00)
Engineering	7,195.50	32,608.50	3,000.00	29,608.50
Total expenses	7,195.50	32,608.50	65,000.00	(32,391.50)
Total Revenues Over/(Under)				
Expenditures - Groundwater Mgmt.:	(7,195.50)	(2,905.49)	(7,500.00)	4,594.51
Total Revenue Over/(Under) Expenditur	\$ (45,152.11)	\$ 479,157.92	(820,772.00)	1,299,929.92

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>REGULATORY - 70-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 266,240.55	503,018.00	(236,777.45)
Interest Revenue	0.00	56,643.90	87,743.00	(31,099.10)
Investment Interest	0.00	24,282.58	0.00	24,282.58
Total Revenues	0.00	347,167.03	590,761.00	(243,593.97)
Expenses				
Wages	26,191.27	240,367.24	347,478.00	(107,110.76)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	3,188.56	36,318.76	50,558.00	(14,239.24)
PERA Expense	1,961.96	16,313.59	26,061.00	(9,747.41)
Payroll Taxes	1,903.23	20,511.36	26,974.00	(6,462.64)
Office Supplies	159.22	977.98	3,063.00	(2,085.02)
Field Supplies	0.00	818.74	500.00	318.74
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	165.00	625.00	(460.00)
Rent	2,209.25	23,752.35	27,750.00	(3,997.65)
Telecommunications	233.88	5,486.87	9,375.00	(3,888.13)
Publications	0.00	0.00	250.00	(250.00)
Training & Education	400.00	4,760.82	12,500.00	(7,739.18)
Insurance and Bonds	0.00	8,934.25	10,000.00	(1,065.75)
Postage	0.00	0.00	1,375.00	(1,375.00)
Legal Notices	0.00	0.00	500.00	(500.00)
Staff Travel	0.00	50.12	1,375.00	(1,324.88)
Vehicle	5,889.39	6,749.86	15,000.00	(8,250.14)
Audit & Accounting	1,564.54	19,260.78	26,250.00	(6,989.22)
Professional Services	0.00	1,500.00	3,000.00	(1,500.00)
Contracted Services	0.00	3,249.62	12,500.00	(9,250.38)
Recruitment	500.00	1,450.00	0.00	1,450.00
Legal	247.48	515.68	2,500.00	(1,984.32)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	167.83	1,827.63	2,750.00	(922.37)
Total Expenses	44,616.61	393,010.65	590,761.00	(197,750.35)
Total Revenues Over/(Under)				
Expenditures - Regulatory Management	(44,616.61)	(45,843.62)	0.00	(45,843.62)
<u>RULE REVISION & PERMIT GUIDANCE - 70-01</u>				
Revenues				
General Property Tax	0.00	20,662.96	40,000.00	(19,337.04)
Total Revenues	0.00	20,662.96	40,000.00	(19,337.04)
Expenses				
Legal Notices	324.30	1,119.64	0.00	1,119.64
Legal	215.20	8,708.61	20,000.00	(11,291.39)
Engineering	0.00	22,937.35	30,000.00	(7,062.65)
Total Expenses	539.50	32,765.60	50,000.00	(17,234.40)
Total Revenues Over/(Under)				
Expenditures - Rule/Permit:	(539.50)	(12,102.64)	(10,000.00)	(2,102.64)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Regulatory - 70
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>PERMIT REVIEW, INSPECT & COOR. - 70-03</u>				
Revenues				
General Property Tax	0.00	388,810.72	752,672.00	(363,861.28)
Permit Fees	9,300.00	73,780.90	85,528.00	(11,747.10)
Income-Rule C Reviews	0.00	2,233.25	0.00	2,233.25
	9,300.00	464,824.87	838,200.00	(373,375.13)
Expenses				
Contracted Services	0.00	21,032.34	60,000.00	(38,967.66)
Legal	5,111.00	17,677.14	45,000.00	(27,322.86)
Legal-Audit	0.00	0.00	5,000.00	(5,000.00)
Engineering	42,250.25	409,690.99	800,000.00	(390,309.01)
Engineering-Reporting	0.00	11,804.75	20,000.00	(8,195.25)
Engineering-Audit	0.00	0.00	20,000.00	(20,000.00)
	47,361.25	460,205.22	950,000.00	(489,794.78)
Total Revenues Over/(Under)				
Expenditures - Permit Review	(38,061.25)	4,619.65	(111,800.00)	116,419.65
Total Revenue Over/(Under) Expenditur	\$ (83,217.36)	\$ (53,326.61)	(121,800.00)	68,473.39

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCH & CREEK MAINTENANCE - 80-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 141,007.43	202,194.00	(61,186.57)
Interest Revenue	0.00	81,072.71	96,029.00	(14,956.29)
Investment Interest	0.00	34,754.90	0.00	34,754.90
Miscellaneous Income	0.00	59,650.00	0.00	59,650.00
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Total Revenues	0.00	316,485.04	298,223.00	18,262.04
Expenses				
Wages	13,248.47	129,059.61	175,847.00	(46,787.39)
Benefits	1,460.29	17,294.14	22,385.00	(5,090.86)
PERA Expense	993.64	8,370.94	13,189.00	(4,818.06)
Payroll Taxes	989.57	10,773.78	13,452.00	(2,678.22)
Office Supplies	101.22	1,215.95	1,838.00	(622.05)
Field Supplies	0.00	5.94	250.00	(244.06)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	110.00	375.00	(265.00)
Rent	1,325.55	14,251.45	16,650.00	(2,398.55)
Telecommunications	175.34	3,764.74	5,625.00	(1,860.26)
Publications	0.00	42.00	150.00	(108.00)
Training & Education	729.48	1,298.50	7,500.00	(6,201.50)
Insurance and Bonds	0.00	5,360.55	6,000.00	(639.45)
Postage	0.00	0.00	825.00	(825.00)
Legal Notices	0.00	0.00	750.00	(750.00)
Staff Travel	0.00	154.97	825.00	(670.03)
Vehicle	5,889.41	6,964.41	15,000.00	(8,035.59)
Audit & Accounting	938.72	11,556.45	15,750.00	(4,193.55)
Professional Services	272.45	3,347.15	9,000.00	(5,652.85)
Contracted Services	0.00	2,544.34	8,500.00	(5,955.66)
Legal	274.38	757.79	5,000.00	(4,242.21)
Engineering	0.00	1,143.75	7,500.00	(6,356.25)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	100.70	1,096.57	1,650.00	(553.43)
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Total Expenses	26,499.22	219,113.03	330,811.00	(111,697.97)
Total Revenues Over/(Under)				
Expenditures - Ditch & Creek:	(26,499.22)	97,372.01	(32,588.00)	129,960.01

NATURAL WATERWAY MGMT. - 80-01

Revenues				
General Property Taxes	0.00	2,856.66	8,612.00	(5,755.34)
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Total Revenues	0.00	2,856.66	8,612.00	(5,755.34)
Expenses				
Legal	0.00	0.00	1,000.00	(1,000.00)
Construction	0.00	0.00	9,000.00	(9,000.00)
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Total expenses	0.00	0.00	10,000.00	(10,000.00)
Total Revenues Over/(Under)				
Expenditures - Natural Waterway:	0.00	2,856.66	(1,388.00)	4,244.66

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DITCHES - MAINTENANCE - 80-02</u>				
Revenues				
General Property Tax	0.00	177,169.35	288,502.00	(111,332.65)
Total Revenues	0.00	177,169.35	288,502.00	(111,332.65)
Expenses				
Field Supplies	6.54	951.36	7,000.00	(6,048.64)
Vehicle	0.00	233.41	7,000.00	(6,766.59)
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Contracted Services	8,136.00	257,465.01	240,000.00	17,465.01
Legal	0.00	161.40	10,000.00	(9,838.60)
Engineering	0.00	0.00	20,000.00	(20,000.00)
Construction	0.00	11,479.15	40,000.00	(28,520.85)
Equipment	0.00	4,235.23	10,000.00	(5,764.77)
Total expenses	8,142.54	274,525.56	335,000.00	(60,474.44)
Total Revenues Over/(Under)				
Expenditures - Ditches - Maintenance:	(8,142.54)	(97,356.21)	(46,498.00)	(50,858.21)
 <u>REPAIR REPORTS & STUDIES - 80-03</u>				
Revenues				
General Property Tax	0.00	103,410.88	172,240.00	(68,829.12)
Total Revenues	0.00	103,410.88	172,240.00	(68,829.12)
Expenses				
Printing	0.00	458.60	0.00	458.60
Legal Notices	0.00	1,125.16	10,000.00	(8,874.84)
Legal	1,701.00	6,421.90	40,000.00	(33,578.10)
Engineering	14,394.97	156,804.21	145,000.00	11,804.21
Wetland Credits	0.00	0.00	5,000.00	(5,000.00)
Total expenses	16,095.97	164,809.87	200,000.00	(35,190.13)
Total Revenues Over/(Under)				
Expenditures - Repair Reports	(16,095.97)	(61,398.99)	(27,760.00)	(33,638.99)
 <u>ACD 10-22-32 WMD - 80-04</u>				
Revenues				
Special Assessments	0.00	210.95	0.00	210.95
Total Revenues	0.00	210.95	0.00	210.95
Expenses				
Contracted Services	0.00	0.00	14,124.00	(14,124.00)
Total expenses	0.00	0.00	14,124.00	(14,124.00)
Total Revenues Over/(Under)				
Expenditures - ACD 10-22-32	0.00	210.95	(14,124.00)	14,334.95

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 31 WMD - 80-05</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - ACD 31:WMD:	0.00	0.00	0.00	0.00
<u>ACD 46 WMD - 80-06</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Contracted Services	0.00	11,990.00	39,710.00	(27,720.00)
Total expenses	0.00	11,990.00	39,710.00	(27,720.00)
Total Revenues Over/(Under)				
Expenditures - ACD 46 WMD:	0.00	(11,990.00)	(39,710.00)	27,720.00
<u>RCD 4 WMD - 80-07</u>				
Revenues				
Special Assessments	0.00	5,224.45	0.00	5,224.45
ROW Charges	0.00	19,014.50	0.00	19,014.50
Total Revenues	0.00	24,238.95	0.00	24,238.95
Expenses				
Legal Fees	0.00	340.20	0.00	340.20
Engineering	6,976.73	33,903.48	0.00	33,903.48
Construction	53,200.24	53,424.32	145,000.00	(91,575.68)
Total expenses	60,176.97	87,668.00	145,000.00	(57,332.00)
Total Revenues Over/(Under)				
Expenditures - RCD 4 WMD:	(60,176.97)	(63,429.05)	(145,000.00)	81,570.95

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>RCD 4 REPAIR - 80-08</u>				
Revenues				
General Property Tax	0.00	37,136.50	81,814.00	(44,677.50)
Total Revenues	0.00	37,136.50	81,814.00	(44,677.50)
Expenses				
Legal Notices	0.00	1,326.40	0.00	1,326.40
Legal	0.00	226.80	5,000.00	(4,773.20)
Engineering	4,651.16	22,503.33	90,000.00	(67,496.67)
Construction	35,466.82	35,466.82	0.00	35,466.82
Total expenses	40,117.98	59,523.35	95,000.00	(35,476.65)
Total Revenues Over/(Under)				
Expenditures - RCD 4 Repair:	(40,117.98)	(22,386.85)	(13,186.00)	(9,200.85)
 <u>MUNICIPAL PDS MAINTENANCE - 80-15</u>				
Revenues				
General Property Tax	0.00	17,139.92	43,060.00	(25,920.08)
Total Revenues	0.00	17,139.92	43,060.00	(25,920.08)
Expenses				
Contracted Services	0.00	0.00	50,000.00	(50,000.00)
Total expenses	0.00	0.00	50,000.00	(50,000.00)
Total Revenues Over/(Under)				
Expenditures - Municipal PDS	0.00	17,139.92	(6,940.00)	24,079.92
 <u>WJD BRANCH 1/2 REPAIR - 80-20</u>				
Revenues				
Total Revenues	0.00	0.00	0.00	0.00
Expenses				
Total expenses	0.00	0.00	0.00	0.00
Total Revenues Over/(Under)				
Expenditures - WJD Branch 1/2:	0.00	0.00	0.00	0.00

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>AWJD 3 REPAIR - 80-21</u>				
Revenues				
General Property Tax	0.00	58,961.22	111,956.00	(52,994.78)
Total Revenues	0.00	58,961.22	111,956.00	(52,994.78)
Expenses				
Legal Notices	0.00	0.00	1,000.00	(1,000.00)
Legal	0.00	1,131.40	5,000.00	(3,868.60)
Engineering	0.00	62,258.16	24,000.00	38,258.16
Construction	0.00	205,194.31	100,000.00	105,194.31
Total expenses	0.00	268,583.87	130,000.00	138,583.87
Total Revenues Over/(Under)				
Expenditures - AWJD 3	0.00	(209,622.65)	(18,044.00)	(191,578.65)
<u>ACD 15 & AWJD 4 WMD - 80-22</u>				
Revenues				
General Property Tax	0.00	0.00	15,820.00	(15,820.00)
Total Revenues	0.00	0.00	15,820.00	(15,820.00)
Expenses				
Professional Services	0.00	3.00	8,370.00	(8,367.00)
Contracted Services	0.00	0.00	10,000.00	(10,000.00)
Total expenses	0.00	3.00	18,370.00	(18,367.00)
Total Revenues Over/(Under)				
Expenditures - AWCD 15	0.00	(3.00)	(2,550.00)	2,547.00
<u>ACD 15 & AWJD 4 - 80-23</u>				
Revenues				
General Property Taxes	0.00	67,702.69	198,076.00	(130,373.31)
Total Revenues	0.00	67,702.69	198,076.00	(130,373.31)
Expenses				
Professional Services	0.00	0.00	30,000.00	(30,000.00)
Contracted Services	0.00	0.00	200,000.00	(200,000.00)
Total expenses	0.00	0.00	230,000.00	(230,000.00)
Total Revenues Over/(Under)				
Expenditures - ACD 15 & AWJD 4:	0.00	67,702.69	(31,924.00)	99,626.69

Rice Creek Watershed District
Statement of Revenue and Expenditures - Ditch & Creek Maintenance - 80
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>ACD 53-62 WMD - 80-24</u>				
Revenues				
Special Assessments	0.00	12,622.77	26,782.00	(14,159.23)
ROW Charges	0.00	0.00	2,405.00	(2,405.00)
Total Revenues	0.00	12,622.77	29,187.00	(16,564.23)
Expenses				
Professional Services	0.00	0.00	1,000.00	(1,000.00)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	25,000.00	(25,000.00)
Construction	0.00	0.00	15,985.00	(15,985.00)
Total expenses	0.00	0.00	42,985.00	(42,985.00)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 WMD:	0.00	12,622.77	(13,798.00)	26,420.77
 <u>ACD 53-62 REPAIR - 80-25</u>				
Revenues				
General Property Taxes	0.00	25,709.37	86,120.00	(60,410.63)
Total Revenues	0.00	25,709.37	86,120.00	(60,410.63)
Expenses				
Legal	0.00	302.40	5,000.00	(4,697.60)
Engineering	0.00	18,222.25	95,000.00	(76,777.75)
Total expenses	0.00	18,524.65	100,000.00	(81,475.35)
Total Revenues Over/(Under)				
Expenditures - ACD 53-62 Repair:	0.00	7,184.72	(13,880.00)	21,064.72
 Total Revenue Over/(Under) Expenditur	 \$ (151,032.68)	 \$ (261,097.03)	 (407,390.00)	 146,292.97

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>LAKE & STREAM MANAGEMENT - 90-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 162,183.40	306,735.00	(144,551.60)
Interest Income	0.00	43,171.42	63,266.00	(20,094.58)
Investment Income	0.00	18,507.09	0.00	18,507.09
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	223,861.91	370,001.00	(146,139.09)
Expenses				
Wages	18,182.82	161,320.12	230,497.00	(69,176.88)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	2,286.62	22,309.28	29,940.00	(7,630.72)
PERA Expense	1,363.72	10,684.09	17,287.00	(6,602.91)
Payroll Taxes	1,314.55	12,811.48	18,025.00	(5,213.52)
Office Supplies	166.53	544.61	1,225.00	(680.39)
Field Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	55.00	250.00	(195.00)
Rent	883.70	9,500.90	11,100.00	(1,599.10)
Telecommunications	93.55	2,202.56	3,750.00	(1,547.44)
Publications	0.00	0.00	100.00	(100.00)
Training & Education	0.00	276.89	5,000.00	(4,723.11)
Insurance and Bonds	0.00	3,504.10	4,000.00	(495.90)
Postage	0.00	0.00	550.00	(550.00)
Legal Notices	0.00	0.00	250.00	(250.00)
Staff Travel	52.66	161.87	550.00	(388.13)
Vehicle	5,889.41	6,628.11	15,000.00	(8,371.89)
Audit & Accounting	625.82	7,704.31	10,500.00	(2,795.69)
Professional Services	0.00	600.00	2,000.00	(1,400.00)
Contracted Services	0.00	2,184.22	7,500.00	(5,315.78)
Legal	139.88	354.29	1,000.00	(645.71)
Engineering	0.00	0.00	2,500.00	(2,500.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	67.13	731.07	1,100.00	(368.93)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	31,066.39	241,572.90	370,001.00	(128,428.10)
Total Revenues Over/(Under)				
Expenditures - Lake & Stream Mgmt.	(31,066.39)	(17,710.99)	0.00	(17,710.99)

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>WATER QUALITY GRANT PROGRAM - 90-01</u>				
Revenues				
General Property Tax	0.00	96,599.33	187,000.00	(90,400.67)
Total Revenues	<u>0.00</u>	<u>96,599.33</u>	<u>187,000.00</u>	<u>(90,400.67)</u>
Expenses				
Professional Services	0.00	0.00	24,000.00	(24,000.00)
Contracted Services	0.00	38,329.63	56,000.00	(17,670.37)
Education & Communication	0.00	975.90	0.00	975.90
Legal	0.00	3,308.88	1,000.00	2,308.88
Engineering	0.00	0.00	1,000.00	(1,000.00)
Construction	5,950.00	93,591.88	205,000.00	(111,408.12)
Total expenses	<u>5,950.00</u>	<u>136,206.29</u>	<u>287,000.00</u>	<u>(150,793.71)</u>
Total Revenues Over/(Under)				
Expenditures - Water Quality:	<u>(5,950.00)</u>	<u>(39,606.96)</u>	<u>(100,000.00)</u>	<u>60,393.04</u>

SURFACE WATER MONITORING & MGMT. PROGRAM - 90-04

Revenues				
General Property Tax	0.00	117,985.48	228,400.00	(110,414.52)
Total Revenues	<u>0.00</u>	<u>117,985.48</u>	<u>228,400.00</u>	<u>(110,414.52)</u>
Expenses				
Field Supplies	9.60	2,841.10	2,500.00	341.10
Computer Software	4,000.00	29,903.00	27,000.00	2,903.00
Telecommunications	0.00	0.00	1,000.00	(1,000.00)
Publications	0.00	0.00	200.00	(200.00)
Training & Education	400.00	1,706.59	1,800.00	(93.41)
Vehicle	0.00	47.61	0.00	47.61
Professional Services	0.00	361.25	0.00	361.25
Contracted Services	3,534.25	20,043.50	102,200.00	(82,156.50)
Legal	0.00	53.80	500.00	(446.20)
Engineering	0.00	15,634.50	29,000.00	(13,365.50)
Computer Equipment	0.00	5,001.36	5,000.00	1.36
Equipment	709.00	1,179.79	11,500.00	(10,320.21)
Repairs & Maintenance	0.00	0.00	300.00	(300.00)
Lab Expense	12,514.00	50,664.60	59,000.00	(8,335.40)
Total expenses	<u>21,166.85</u>	<u>127,437.10</u>	<u>240,000.00</u>	<u>(112,562.90)</u>
Total Revenues Over/(Under)				
Expenditures - Surface Water:	<u>(21,166.85)</u>	<u>(9,451.62)</u>	<u>(11,600.00)</u>	<u>2,148.38</u>

Rice Creek Watershed District
Statement of Revenue and Expenditures - Lake & Stream Management - 90
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>COMMON CARP MANAGEMENT - 90-26</u>				
Revenues				
General Property Tax	0.00	86,681.11	167,800.00	(81,118.89)
Total Revenues	0.00	86,681.11	167,800.00	(81,118.89)
Expenses				
Field Supplies	0.00	52.74	0.00	52.74
Telecommunications	73.67	707.19	200.00	507.19
Staff Travel	0.00	0.00	100.00	(100.00)
Professional Services	0.00	109,434.53	150,000.00	(40,565.47)
Contracted Services	0.00	1,633.34	3,000.00	(1,366.66)
Legal	0.00	0.00	1,000.00	(1,000.00)
Engineering	0.00	0.00	5,000.00	(5,000.00)
Construction	2,360.00	2,360.00	30,000.00	(27,640.00)
Equipment	0.00	4,468.50	10,700.00	(6,231.50)
Total expenses	2,433.67	118,656.30	200,000.00	(81,343.70)
Total Revenues Over/(Under)				
Expenditures - Common Carp:	(2,433.67)	(31,975.19)	(32,200.00)	224.81
 <u>CURLY LEAF PONDWEED MGMT. - 90-27</u>				
Revenues				
General Property Tax	0.00	14,464.07	28,000.00	(13,535.93)
Total Revenues	0.00	14,464.07	28,000.00	(13,535.93)
Expenses				
Contracted Services	0.00	7,427.16	50,000.00	(42,572.84)
Total expenses	0.00	7,427.16	50,000.00	(42,572.84)
Total Revenues Over/(Under)				
Expenditures - Common Carp:	0.00	7,036.91	(22,000.00)	29,036.91
 Total Revenue Over/(Under) Expenditur	 \$ (60,616.91)	 \$ (91,707.85)	 (165,800.00)	 74,092.15

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES - 95-00</u>				
Revenues				
General Property Tax	\$ 0.00	\$ 97,615.59	206,244.00	(108,628.41)
Interest Revenue	0.00	28,232.74	15,391.00	12,841.74
Investment Interest	0.00	12,103.08	0.00	12,103.08
Total Revenues	0.00	137,951.41	221,635.00	(83,683.59)
Expenses				
Wages	10,010.03	95,438.71	133,258.00	(37,819.29)
Interns	0.00	0.00	5,127.00	(5,127.00)
Benefits	984.22	13,279.78	16,607.00	(3,327.22)
PERA Expense	750.76	5,687.20	9,994.00	(4,306.80)
Payroll Taxes	757.40	8,796.89	10,586.00	(1,789.11)
Office Supplies	32.79	202.37	613.00	(410.63)
Field Supplies	0.00	188.92	250.00	(61.08)
Meeting Supplies	0.00	0.00	250.00	(250.00)
Printing	0.00	0.00	125.00	(125.00)
Rent	441.83	4,750.53	5,550.00	(799.47)
Telecommunications	46.79	1,105.13	1,875.00	(769.87)
Publications	0.00	0.00	50.00	(50.00)
Training & Education	729.48	1,199.68	2,500.00	(1,300.32)
Insurance & Bonds	0.00	1,786.85	2,000.00	(213.15)
Postage	0.00	0.00	275.00	(275.00)
Staff Travel	0.00	103.85	275.00	(171.15)
Vehicle Expense	5,889.43	7,658.01	15,000.00	(7,341.99)
Audit & Accounting	312.89	3,852.12	5,250.00	(1,397.88)
Professional Services	0.00	300.00	2,000.00	(1,700.00)
Contracted Services	0.00	1,155.74	5,000.00	(3,844.26)
Recruitment	0.00	500.00	0.00	500.00
Legal	139.88	354.29	1,000.00	(645.71)
Engineering	0.00	0.00	1,000.00	(1,000.00)
Equipment	0.00	0.00	2,500.00	(2,500.00)
Equipment Lease	33.56	365.46	550.00	(184.54)
Total Expenses	20,129.06	146,725.53	221,635.00	(74,909.47)
Total Revenues Over/(Under)				
Expenditures - District Facilities:	(20,129.06)	(8,774.12)	0.00	(8,774.12)

Rice Creek Watershed District
Statement of Revenue and Expenditures - District Facilities - 95
For the One Month and Ten Months Ending October 31, 2024
No Assurance Is Provided On These Financial Statements

	Current Month	Year to Date	Annual Budget	Over/(Under) Budget
<u>DISTRICT FACILITIES REPAIR - 95-03</u>				
Revenues				
General Propety Tax	0.00	126,199.00	244,300.00	(118,101.00)
Total Revenues	0.00	126,199.00	244,300.00	(118,101.00)
Expenses				
Legal	0.00	0.00	17,000.00	(17,000.00)
Engineering	0.00	0.00	43,000.00	(43,000.00)
Construction	0.00	0.00	240,000.00	(240,000.00)
Total expenses	0.00	0.00	300,000.00	(300,000.00)
Total Revenues Over/(Under)				
Expenditures - District Facilities Repair	0.00	126,199.00	(55,700.00)	181,899.00
 <u>INSPECTION OPERATION & MAINTENANCE - 95-04</u>				
Revenues				
General Propety Tax	0.00	23,762.30	26,000.00	(2,237.70)
Interest	0.00	0.00	20,000.00	(20,000.00)
Total Revenues	0.00	23,762.30	46,000.00	(22,237.70)
Expenses				
Field Supplies	118.27	409.97	5,000.00	(4,590.03)
Telecommunications	68.03	462.33	0.00	462.33
Vehicle	0.00	86.34	0.00	86.34
Contracted Services	17,555.00	76,395.99	40,000.00	36,395.99
Legal	0.00	5,264.70	3,000.00	2,264.70
Engineering	2,257.50	8,037.07	40,000.00	(31,962.93)
Construction	54.90	54.90	29,000.00	(28,945.10)
Equipment	0.00	2,728.50	3,000.00	(271.50)
Total expenses	20,053.70	93,439.80	120,000.00	(26,560.20)
Total Revenues Over/(Under)				
Expenditures - Wall Wetland Restoration	(20,053.70)	(69,677.50)	(74,000.00)	4,322.50
Total Revenue Over/(Under) Expenditur	\$ (40,182.76)	\$ 47,747.38	(129,700.00)	177,447.38

ITEMS FOR DISCUSSION AND INFORMATION

1. Staff Reports

MEMORANDUM

Rice Creek Watershed District



Date: October 14th, 2024
To: RCWD Board of Managers
From: Sara Belden, Project Technician
Subject: Staff Report 9/19/2024 – 10/14/2024

- Conducted inspections at active and idle construction sites in Blaine. Highlights include:
 - Several sites are nearly ready for permit closure. I am working with applicants to wrap up final requirements like removal of temporary sediment control BMPs.
- Closed one permit with surety:
 - Permit #21-054 OPUS – Blaine Industrial
- Attended meeting to address the Blaine Water Treatment Plant (Permit #19-036) wetland replacement.
 - Project progress has been stalled after multiple seasons of drought that prevented restoration seeding efforts from establishing.
 - City enlisted contractors to remove an unauthorized gravel road and restore wetland on site.
 - Project is still an open permit with RCWD. Staff will check on wetland restoration progress at the end of the next growing season to verify compliance with permit stipulations.
- Introduced new District Inspector, Sarah S., to inspections by taking her into the field to join my site visits.
 - Brought her to a handful of site inspections as an introduction to the permits she will be assigned.
 - Walked through my process of preparing for inspections and list of items to check during each visit.
- Starting to introduce more Project Technician tasks into my workload. I have met with David and Will to discuss updates relevant to project planning and grant opportunities.
- Reviewed project files and documents detailing district facilities to learn about past projects.
- Attended the Staff Paddle Day to explore Rice Creek and learn about past projects the District has completed.

MEMORANDUM

Rice Creek Watershed District



Date: October 14, 2024
To: RCWD Board of Managers
From: Ali Chalberg, Watershed Technician & Inspector
Subject: Staff Report 9/17/2024 – 10/14/2024

Highlights from Preceding Month

Inspections

- ❖ Review and work with HEI to approve as-built surveys
- ❖ Closeout Inspections
- ❖ Won inspector competition for most closures in September

Lakes/Streams

- ❖ Lake Monitoring
 - Canoe
 - Boat
- ❖ Lake water quality data entry

GIS

- ❖ ESRI Licensing meeting with ESRI
- ❖ Inspectors switching to mobile app
- ❖ Getting licenses for new staff

Meetings

- ❖ Inspection team meetings
- ❖ Staff meetings
- ❖ Kendra event planning

Other

- ❖ Hired new inspector (Sarah)
- ❖ Presentation to students (LILA)
- ❖ Staff Paddle Day

MEMORANDUM
Rice Creek Watershed District



Date: October 14th, 2024
To: RCWD Board of Managers
From: Anna Grace, Regulatory Technician
Subject: Staff Report 8/21/24 – 10/13/24

- Created new permit files for online database and Laserfiche.
- Created new review files for online database and Laserfiche.
- Reviewed new permit applications and Initial Completeness Review Checklists were completed.
- Sent incomplete notice emails and continued working with applicants in tandem with RCWD staff and HEI consultants to receive all the required application materials.
- Continued coordinating with RCWD staff and inspectors with violations.
- Sent five permit applications to HEI for review.
- Sent one permit application to RCWD for review.
- Reviewed one permit application for a single-family residential subdivision.
- Received 13 new review file inquiries for permit/past file/landowner/consultant/violation/City.
- Completed Administrative/Board Notices, CAPROC Notices, CAPROC Review, and Permit Issuance.
- Phone and email correspondence.
- Attended 10 scheduled meetings.
 - Schedule and attended a virtual pre-application meeting with the HEI and the City of Forest Lake to discuss floodplain mitigation and variance process for the Eureka Ave project.
 - Completed the 5-day in person BSWR Intro to MN Wetland Regulations and Delineation training course.
 - Continued assisting in on-boarding of new staff members.

MEMORANDUM
Rice Creek Watershed District



Date: October 16, 2024
To: RCWD Board of Managers
From: Abel Green, Technical Field Assistant
Subject: Staff Report

- Following the districts public drainage inspection schedule inspect and make reports of ditches and crossings as well as inspecting after rain events areas identified as potential problem sites, ensuring the system is still functioning as intended
- Worked with U.S. Siteworks to complete an erosion control and repair project on the 53-62 ramp
- Working with contractor on JD3 repairing damaged infrastructure by high water and reassessing back side drainage issues not known before high precipitation year; completed one section and final section will be completed once conditions are dry enough to get large equipment on site
- Found two issues with the Hansen Iron Enhanced Sand facility where mud and muck is trapped in the lift station which will require a long term solution to be designed and implemented to fix and the electrical box controlling the pump consistently being underwater during high water events which has been quite frequent this season; in the process of receiving quotes from contractors to raise the box
- Found an issue with Bald Eagle IESF with the faulty control module that was causing alarms and the facility to not run; system will receive a control unit retro-fit which upgrades to a new and more reliable control unit which should resolve all issues at this site
- Completed the ditch maintenance on Ramsey County Ditch 4, timeline and quality of work exceeded expectations; monitoring vegetation establishment
- Working on adding rip rap to a section of eroding ditch on Ramsey County Ditch 4, in the process of requesting estimates from 4 different contractors
- Continuously working through various beaver activities to maintain drainage system and removing obstructions and blockages



MEMORANDUM
Rice Creek Watershed District

Date: October 15th, 2024
To: RCWD Board of Managers
From: Patrick Hughes, Regulatory Manager
Subject: Staff Report for 09/18/24 to 10/15/24

Summary

- Created new permit and review files for MS4Front
- Sent notice of wetland boundary/type decision – 23-242R
- Reviewed permit applications for 15.99 completeness – 24-070
- Sent notice of administrative action to Board – 24-073
- Assisted in the drafting of engineer’s reports – 24-062, 24-065
- Issued permit – 24-073
- Attended the 09/25/2024 and 10/09/2024 Board Meetings
- Attended Washington/Ramsey TEP meeting – Shadow Creek, White Bear Beach
- Attended CSAH 6 Mini Roundabout regular PMT meeting
- Participated on the interview panel for the vacant Watershed Inspector position
- Hosted pre-application meeting for North Heights Apartment project in Arden Hills
- Attended regular RCWD leadership meeting
- Met with Anoka TEP to further discuss Radisson Business Center application
- Coordinated with WCD on amendment to extend inspection services agreement for 2025
- Met with DNR and City of Blaine to discuss restoration of Lochness Lake
- Met with representatives for the Metro Shooting site in Blaine
- Attended regular PMT meeting for CR 19 (Potomac Street) reconstruction project
- Investigated potential wetland violation at 5979 Hobe Ct N
- Assisted in onboarding for new Watershed Inspector Sarah Struntz
- Discussed ArcGIS Mobile Worker licenses for inspections
- Briefed Board of Managers on permit application #24-040 and WCA sequencing
- Met with Anoka County to discuss MS4/partnership opportunities
- Met with program staff to discuss Fall City/County Partner Meeting agenda
- Held Q3 SMART goal check-in meeting with Kelsey White
- Hosted Quarterly Inspection Team Meeting
- Attended pre-application meeting for City of Fridley’s Commons Park
- Completed Board Packet materials for ACD 10-22-32 Pine Street Culvert and WCD inspection services agreement
- Attended follow-up site visit with Anoka TEP for 5979 Hobe Ct violation
- Assisted in Q3 invoice to City of Centerville for inspection services



MEMORANDUM

Rice Creek Watershed District

Date: October 16th, 2024
To: RCWD Board of Managers
From: Emmet Hurley, Program Support Technician
Subject: Staff Report 9/18/2024 – 10/16/2024

- IT onboarding for Sarah Struntz
 - Acquired new computer equipment and software necessary for the Inspector role
 - Configured computer and desk setup
 - Administered onboarding meeting with Sarah reviewing RCWD IT systems and other technology related information; completed onboarding checklist to verify completion
- Assembled Agenda Packets for RCWD Board Workshops/Meetings and October CAC meeting
 - Updated RCWD website through WordPress to reflect upcoming Board Meetings/Workshops
 - Notified RCWD mailing list through MailChimp; notified Managers Weinandt and Robertson of Packet availability at RCWD office
- Administered Zoom Meeting for 09-25-2024 RCWD Board Meeting (Patrick & Theresa administered Zoom meetings for 10/07 & 10/09 during my absence)
 - Edited Zoom recording and posted on the RCWD YouTube channel; sent Zoom recording to local cable channels
- Deployed a simulated phishing campaign for the month of October for the District's Cybersecurity Training and Awareness
 - Emails comprised of both customized emails based off OSINT found on the RCWD website, as well as automated emails designed to imitate SharePoint file Sharing using the names of other staff
 - Gathered results to report on the campaign during the 10/24/2024 Staff Meeting
- Pivoted development of DocuSign Webform to Powerform to enable embedding feature on the RCWD District
- Facilitated discussions around Leymar/Hemingway Solutions (RCWD's Laserfiche vendor)
 - Expressed my concerns with Nick and Theresa to gauge their opinion and input
 - Met with Larry Phelps to discuss confusion surrounding a recent invoice and other concerns that RCWD has with their communication and cost/billing practices – stressed the need for clear and written agreements surrounding cost
 - Researched alternative vendors to Leymar/Hemingway Solutions
- Attended various meetings
 - Monthly staff meeting
 - Meetings with various IT contractors/vendors (Rymark, DocuSign, Leymar, etc.)
 - Virtually attended Board Workshop, Board Meeting, etc.
- Troubleshooting issues involving: Laserfiche, AuthPoint, Adobe, etc.

MEMORANDUM

Rice Creek Watershed District



Date: October 14, 2024
To: RCWD Board of Managers
From: Matt Kocian, Lake and Stream Manager
Subject: Staff Report 9/18 – 10/14/2024

Highlights for Preceding Month

Bold items required significant time & attention

- Monitoring
 - Data entry, analysis, and reporting
 - **Lake monitoring**

- Centerville Lake Alum project
 - Follow-up monitoring

- Long Lake Carp Management
 - PIT antenna maintenance
 - Data analysis

- **Hwy 61 Ponds Project**
 - Review and evaluate 6 engineering proposals
 - Develop present Board workshop and meeting materials

- Clear Lake / Eureka Ave Project – meet with City of Forest Lake and other partners on initial shoreline restoration plans tied to road construction plans

- GIS program development – facilitate “handoff” of RCWD GIS responsibilities to Ali

- Karth Lake water level modeling meeting - RCWD is assisting Arden Hills and the Karth Lake Improvement District with water level modeling

- Program Manager Development & Team Leader Meeting
 - L&S team meetings / SMART goals check in
 - RCWD Leadership Team meeting

- Silver Lake management plan development with WSB / St. Anthony

- Attend Minnesota Aquatic Invasive Species Research Center annual showcase

- Minnesota Lake Management Society *Day at the Lake*

- Assist Kendra with MN Watersheds *Program of the Year* nomination

- Prep for MN Water Resources Conference presentation, on RCWD carp program

MEMORANDUM
Rice Creek Watershed District



Date: October 15, 2024
To: RCWD Board of Managers
From: Erik Larson, Watershed Inspector
Subject: Staff Report 9/18/2024 – 10/15/2024

- Completed 37 routine inspections for active/open permits, along with drive-by inspections to observe site conditions without sending reports.
- Completed closure of 4 permits.
- Added Forest Lake to my inspection territory.
- Performed follow-up inspections for non-compliant sites.
- Phone and email correspondence with city staff and contractors.
- Attended scheduled meetings.
 - Attended RCWD staff meetings.
 - Meetings within the regulatory team.
- Participated in the RCWD staff paddle down Rice Creek.
- Took new hire Sarah along with for inspections & a meet-and-greet.
- Assisted Catherine on a day of canoe lake monitoring.

MEMORANDUM

Rice Creek Watershed District



Date: October 16th, 2024
To: RCWD Board of Managers
From: Molly Nelson, Outreach and Grants
Subject: Technician Staff Report 9/19/24 to 10/16/24

Introduction

The highlights of my work from September 18th to October 16th are as follows: (Note that these are highlights and not the full extent of all work that I have done).

- Coordinated project closure for Water Quality Grants R23-09 and completed the voucher and invoice work associated with the reimbursement process.
- Reviewed, processed and approved Water Quality Grant W24-03.
- Coordinated annual program review work with SWCDs and began the planning process for any program changes.
- Presented on Green Roofs as stormwater BMPs to the RCWD CAC and the Sterns County Master Gardeners at the request of Comfort Lake Forest Lake WD.
- Coordinated remaining technical services work with WCD in accordance with remaining budget.
- Completed remaining maintenance inspections for the growing season of 2024.
- Continued work on all the 2025 documentation for the Water Quality Grant Program and Mini Grant Program.
- Presented the Water Quality Grant Program changes and Mini Grant Program changes to the CAC at their October meeting
- Continued work with the Communications and Outreach Coordinator to review the design and structure of the maintenance guide toolkit to provide to new grantees.
- Continued work with HEI to coordinate the survey for the Enhanced Street Sweeping Prioritization Study.
- Worked on sign design concepts for the Water Quality Grant Program and the recent project at Presbyterian Church of the Way with the Communications and Outreach Coordinator.
- Assisted with trivia questions and meetings as part of a new outreach initiative.
- Continued work with Communications & Outreach Coordinator on Outreach Programs and communications with the Public.
- Attended the staff paddle day on the Rice Creek and learned about past bank stabilization projects.

MEMORANDUM
Rice Creek Watershed District



Date: 10/16/24
To: RCWD Board of Managers
From: Catherine Nester, District Technician/Inspector
Subject: Staff Report 9/17/24 – 10/15/24

Highlights from Preceding Month

- Ongoing coordination and communication with staff, HEI, BWSR, and affected cities/watersheds regarding proposed legal boundary updates in Ramsey, Anoka, and Hennepin counties (obtained concurrence documents from all affected cities & watersheds, prepared materials for the October 9 Board Meeting, submitted the boundary change petition to BWSR on October 14, and communicated with affected entities and staff about the anticipated process & timeline).
- Attended the Minnesota Lake Management Society's "Day At The Lake" event at Riley Lake Park in Eden Prairie on September 19.
- Attended the "Staff Paddle Day" event on October 3.
- Continued setting up the new monitoring data management platform (WISKI), including building system components and developing new workflows & standard operating procedures.
- Performed routine monitoring and site maintenance at various stream, ditch, lake, & project monitoring sites throughout RCWD.
- Performed routine maintenance and calibration on lake and stream monitoring equipment and restocked supplies.
- Coordinated with staff to provide information and guidance in response to a citizen inquiry about high water level in Clear Lake and related beaver dam removal.
- Scheduled & attended introductory meetings with several new staff.
- Attended a smart goals check-in meeting on October 9.
- Routine maintenance and cleaning of District vehicles.

MEMORANDUM

Rice Creek Watershed District



Date: October 16, 2024
To: RCWD Board of Managers
From: David Petry, Project Manager
Subject: Staff Report- October 2024

General

- Reviewed RFPs and recommended an engineering firm for Highway 61 Ponds project with Matt
- Continued to review 2025 Stormwater Management Grant Program with Will
- Intro to RCWD Monitoring Program with Catherine
- Investigated MPCA Sewer Overflow and Stormwater Reuse Municipal Grant opportunities
- Continued to review previous feasibility studies/analysis reports
- Reviewed Washington County Capital Improvement Plan for 2025-2029

Meetings and Workshops

- City of Fridley Projects Updates with Jim and Rachel, Nick and Kendra
- Project Team Meetings with Sara and Will
- RCWD Board Meetings and Workshop
- Enhanced Street Sweeping Prioritization Study update with HEI, Molly, Kendra
- Stormwater Reuse Site Visits with Freshwater Society in Hugo and Woodbury
- MPCA Sewer Overflow and Stormwater Reuse Grant Info Session
- MNDNR Public Water Inventory Update
- RCWD CAC Meeting – Water Quality and Mini Grant Annual Program Reviews / Green Roofs
- Anoka County Transportation Environmental Project Updates Meeting with Kendra, Molly, Matt, and Patrick
- City/County Partner Planning meeting with RCWD Program Managers
- RCWD Monthly PDS Project Updates Meeting
- Minnesota Water Resources Conference

Upcoming

- Bald Eagle Lake Delisting Celebration
- Minnesota Stormwater Seminar Series: Watershed-scale effectiveness of green stormwater infrastructure
- MPCA Smart Salting for Property Management Certification Training
- Basics of Shoreline Erosion Control Webinar
- 2025 General Industrial Stormwater Permit Information Meeting

MEMORANDUM
Rice Creek Watershed District

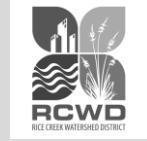


Date: October 16, 2024
To: RCWD Board of Managers
From: Connor Price, Technical Field Assistant
Subject: Staff Report

- Completed several ditch inspections and will continue to monitor the district ditch network and crossings to ensure that the system is still flowing unobstructed so they may function as intended
- Found 2 beaver dams on ACD 10-22-32 Main trunk east of Jodrell. One of which a remnant dam on the pipeline ROW. And the other much larger dam was about a hundred yards upstream of that
- Met with pipeline crews and discussed removing the dams and cleaning out the 10-22-32 ditch going east from Jodrell St
- Walked the Stretch of 10-22-32 Main trunk that goes from the South side of 137th Ave NE down to the Pine St culvert No noticeable blockage in the ditch outside of some Reed canary grass and cattails
- Supervised and worked with our contractor and pipeline crew while removing the remnant dam on ACD 10-22-32
- Put up posts and flags to mark intakes and outlets on JD7
- Oversaw mowing of JD7 and met with landowners who have helped maintain it in the past
- JD2 wells are marked for chopping and capping.
- Andall St sinkhole repaired. Culvert still waiting to be cleaned out by City of Lino Lakes
- Walked part of ARJD1 Branch 2 checking for blockage
- Oversaw the clearing of a beaver dam in the westernmost culvert on Perry Wagoman's property on ACD 10-22-32
- Coordinated with the beaver trapper on ACD 10-22-32 for the dams and the blocked culvert to allow the most time for trapping before removing the dams in the ditch
- Met with a landowner regarding the 10-22-32 ditch cleanout and dam removals

MEMORANDUM

Rice Creek Watershed District



Date: October 14th, 2024
To: RCWD Board of Managers
From: Will Roach, Watershed Technician/Inspector
Subject: Staff Update September 18th – October 16th

Inspections/Regulatory

- Conducted regular site inspections in Forest Lake & Columbus
- Attended the BWSR's Minnesota Wetland Professional Certification Program and took the Wetland Delineator In-Training Exam. Test results to be provided by BWSR in the coming weeks.

Meetings

- Participated in regularly scheduled Project Management Team meeting
- Participated in regularly scheduled All Staff meeting following the September 25th and October 9th Board meetings.
- Participated in the quarterly Inspection Teams meeting

Project Management

- Presented the program documents for the 2025 Stormwater Management Program with the Board of Managers at their September 25th meeting. Documents were revised following direction from the Board of Managers and were distributed to the District's partners and uploaded to the District Website.
- Following further discussion at the October 9th Board meeting, documents were further revised and re-distributed and uploaded.
- Following the Project Management Team meeting that was held on October 8th, have been tracking notifications from the MPCA about potential grant opportunities and logging that information in a spreadsheet created by the department manager.
- Following Inspection Teams meeting, have begun discussions with staff regarding the annual Illicit Discharge Detection & Elimination (IDDE) training and how to best go about presenting that information. This is a requirement of the District's MS4 permit.



MEMORANDUM
Rice Creek Watershed District

Date: October 15, 2024
To: RCWD Board of Managers
From: Tom Schmidt, Public Drainage and District Facilities Manager
Subject: Staff Report October 2024

Highlights for this month

Responded to and addressed constituent concerns/questions about the public drainage system and district facilities.

Worked with MNDNR to get them to trap beavers and remove a Beaver dam in the Mud Lake outlet channel (in progress).

Initiated stabilization work on the ACD53-62 access ramp (in progress).

Engaged a trapper to trap Beaver on ACD10-22-32 main trunk at Perry Wagoman's in Columbus (in progress).

Contracted with Scandia Trucking to excavate ACD10-22-32 main trunk from Jodrell past the pipelines to Perry Wagoman's Beaver-dammed trail crossing in Columbus. Removing Beaver dams and associated accumulated sediment. (in progress).

Continued with Program administrative duties.

MEMORANDUM

Rice Creek Watershed District



Date: October 15, 2024
To: RCWD Board of Managers
From: Kendra Sommerfeld, Communications & Outreach Manager
Subject: Staff Report 9/18/2024-10/15/2024

MN Water Stewards

- Capstone project approved Forest Lake High School and WCD
- Working with Fridley for the Water Steward art project
 - Design approved, work begins soon

Partnerships/Collaborations

- Planning workshops with Blue Thumb for 2025
- Planning ISEF Workshops with Freshwater
- Joined Freshwater event planning- 100 Year Mississippi Restoration/Protection Celebration
- Partnership with Growing Green Hearts- planning for 2025
- New Brighton- Hansen Park, outreach and art partnerships started
 - Discussing West Hansen Park opportunities
- Planning lake delisting celebration events with various partners
 - Bald Eagle Lake scheduled for October
- Working on targeted outreach initiatives and planning for 2024
 - Planning with program managers for next year goals
- Submitted MN Watershed Program of the Year nomination
 - Finalist
- Planning Watershed Trivia Night with local business

Project/Program Outreach

- Creating "Maintenance Kits" for grantees within the Water Quality program
- Enhanced Street sweeping study outreach survey and city communications
- Creating Moore Lake Park IESF educational signage
- Creating Water Quality Grant program signs
- Creating other project signs
- Articles submitted to city newsletters about fall maintenance, adopt a drain, street sweeping

Other

- Learning Adobe Creative Suite Programs for design and visual media creation
- Onboarding and meeting with new staff
- On Blue Thumb workshop steering team- creating new workshops with Blue Thumb.

MEMORANDUM

Rice Creek Watershed District



Date: October 15, 2024
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: Staff Report 9/18/2024 to 10/15/2024

- Coded invoices for payment this month which were reviewed by Administrator Nick Tomczik and Treasurer Marcie Weinandt and sent to our accountant Bonnie Burns via an excel spreadsheet.
- Initiated approved ACH's from vendor portal and released through US Bank SinglePoint portal.
- Gathered all timesheets and reviewed select employee timesheets for administrator's final review.
- Updated payroll template with ESST hours for employee earning statements.
- Provided worksheets to payroll and to several employees for earning statement information.
- Provide bi-monthly payroll template to Redpath and updated information as needed.
- Continued to provided administrative/HR support to new employees.
- Onboarding for new employee Sarah Struntz.
- Track accounts receivable and deposit checks as needed.
- Review and track monthly financial reports.
- Tracking grant expenses for FY2023 WBIF grant and 2024 CWF Centerville Lake grant.
- Handled HR/Benefit issues and entered updated wage information for effected employees on vendor portals.
- Provide minute templates to TimeSavers for meetings. Reviewed and edited regular Board minutes.
- Provided draft minutes for the Board workshop.
- Review monthly check register and interim financial statements.
- Retrieved, reviewed, and coded statements for district 6 bank accounts.
- Monitor District financial accounts and investments, US Bank and 4M.
- Attending on-line training courses through Fred Pryor.
- Attending on-line cyber security courses
- Provide requested information to Board members and Administrator as needed.
- Assisted Board and Staff as needed.
- Created and assembled agenda packets.
- Attended board meetings and staff meetings.
- Placed orders for supplies as needed.
- Maintain Laserfiche filing system and scanned documents District receives into Laserfiche.
- Working with Iron Mountain on our secure file inventory.

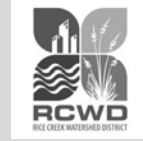
MEMORANDUM
Rice Creek Watershed District



Date: October 15, 2024
To: RCWD Board of Managers
From: Sarah Struntz, Watershed Inspector
Subject: Staff Report 10/7/24-10/15/24

- Reviewed District onboarding and administrative introduction materials.
- Met with Patrick for regulatory overview, introduction to MS4Front and Laserfiche.
- Toured Ali's inspection area on 10/10.
- Rode along with Sara B on her inspections for the day on 10/10.
- Rode along with Erik for his inspections on 10/11.
- Attended the Board Meeting on 10/9.
- Attended various scheduled meetings:
 - Staff meeting on 10/10
 - Quarterly inspections meeting on 10/14
 - Permit coordination meeting on 10/15
- Met with Tom for introduction to the District's drainage facilities and meet & greet.
- Met with Catherine for introduction to water monitoring and meet & greet.

MEMORANDUM
Rice Creek Watershed District



Date: October 16, 2024
To: RCWD Board of Managers
From: Nick Tomczik, Administrator
Subject: Staff Report – October 2024

Highlights for Month

- ✓ Administrative
 - Inspector Interviews
 - Inspector On-Boarding
 - Records Management Discussions
 - Staff SMART Goal Meetings
 - 6-Month Position Discussions
 - MAWA Meeting
 - Federal Overtime Rule update Preparations
 - MnWD's Committee 103E Noticing
 - Records Retention Schedule Update, Records Management
 - Middle Rice Creek Review
 - LMCIT 2025 Insurance Renewal
 - 2024 Minnesota Water Resource Conference
 - Staff Meeting
 - Accounts Payable Review
 - Personnel Leave Requests
 - Board Meetings
 - Program Coordination Leadership Meetings
- ✓ Communication & Outreach
 - Fridley/RCWD Updates Meeting
 - City County Partner Meeting Planning
 - Washington County Annual Watershed Materials
 - Washington County Annual Meeting with Select Commissioners
 - Blue Thumb Trademark Transfer
- ✓ Information Management
 - RCWD Local Server Admin Discussion
 - LaserFiche Update Discussions
 - DNR FEMA Updates – District Wide Model
- ✓ Restoration Projects
 - SW Grant Facilitation
 - Watershed Based Implementation Funding (WBIF) Birchwood
- ✓ Regulatory
 - Inspector Areas Coordination Discussions
 - Quarterly Inspection Team Meeting
 - 2024 Rule Revision
 - Permit closures
 - Open Permit Management Discussions
 - Anoka County Meeting ACD 53-62 Metro Shooting Settlement
- ✓ Drainage & Facilities Program
 - Perry Wagamon Site Visit
 - Maintenance Cost/Budget Discussions
 - Biweekly Program Discussions with Consultants
 - Beaver Removal
 - ACD 10-22-32 Alternative #4
 - Drainage Work Group
- ✓ Lake & Stream Management
 - RC Head Waters Water Elevation Discussions
 - Water Quality Grant Administration Discussion
 - Hwy 61 Ponds RFP

MEMORANDUM

Rice Creek Watershed District



Date: October 16, 2024
To: RCWD Board of Managers
From: Kelsey White, Permit Technician
Subject: Staff Report 09/18/2024 – 10/15/2024

Reviews

- Coordinated submittal and review of CAPROC items for 3 permit applications.
- Provided comment on the engineer report for 24-062.
- Conducted completeness reviews for 4 wetland boundary/type applications.
- Drafted and sent 4 wetland boundary/type application notices.
- Drafted and sent 2 wetland boundary/type decisions.

Communications

- Sent notice of permit issuance for 2 permit applications.
- Issued one Post-Issued Amended CAPROC.
- Sent 7 CAPROC notices.
- Sent 4 administrative action notices to the Board.

Meetings

- Coordinated and/or attended 11 TEP meetings.
- Attended wetland revegetation discussion for 19-036.
- Participated in weekly permit coordination meetings and monthly permit triage.
- Attended regular staff meetings.

Other Duties

- Attended staff paddle day.
- Completed 3 security awareness trainings.
- Responded to email and telephone inquiries about RCWD permitting requirements.
- Responded to landowners about general WCA questions and questions regarding wetlands on or near their properties.

ITEMS FOR DISCUSSION AND INFORMATION

2. November Calendar



OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MEMORANDUM
Rice Creek Watershed District

Date: October 14, 2024
To: RCWD Board of Managers
From: Theresa Stasica, Office Manager
Subject: November Calendar

Wednesday, November 6, 5:30 p.m. Citizen Advisory Committee Meeting
 Board Liaison Manager Steve Wagamon
 RCWD District Conference Room and remotely*

Monday, November 11 Veteran’s Day-Office Closed

Tuesday, November 12, 9 a.m. Board Workshop
 RCWD District Conference Room and remotely*

Wednesday, November 13, 9 a.m. Regular Board of Managers Meeting
 at Shoreview City Hall Council Chambers and remotely*

Wednesday, November 13, 1-3 p.m. RCWD City-County Partner Meeting
 at Moore Lake Park Community Building
 5890 Central Avenue NE, Fridley, MN

Thursday, November 14, 4:30 p.m. Deadline for submission of Expense Report

Wednesday, November 27, 9 a.m. **NO Regular Board of Managers Meeting**

Thursday & Friday, November 28 & 29 Thanksgiving Holiday-Office Closed

* remotely=by alternative means (teleconference or video-teleconference) from remote locations