



Item 7b.

Sunfish Lake Engineer's Report for March 6, 2018

By: *Jeff Sandberg, PE, City Engineer*

Date: *February 28, 2018*

1. Engineering Activities Undertaken in the Month of February.

The following Engineer's Report reflects the activities undertaken this past month, along with the anticipated engineering activity for the month of March.

- A. **Charlton Road Improvements Update** – Don Sterna has been working with residents and council on securing easement agreements and uncovering information on the sewer and water main serving the 5 residents on Charlton Road. Mr. Sterna will discuss the project status at the City Council meeting.
- B. **Fire Number Review** – Staff will present a plan at the April meeting that will outline three options for the City Council's consideration to address issues with many of the fire number markers in the city. The options to be presented are: replacing all markers in the city at once; replacing all markers in the city over five years; and replacing only those markers that are not sufficiently visible. We have cost estimates for the three options from one supplier and are seeking quotes from two more suppliers. We are also doing an inventory of the "group" markers at the entrance of many subdivisions to recommend any improvements needed for those markers.
- C. **Wetland Conservation Act 2017 Annual Report** – As administrator of the Wetland Conservation Act (WCA) for Sunfish Lake, Sunfish Lake is required to submit a report to the Board of Water and Soil Resources (BWSR) summarizing the wetland review work completed in Sunfish Lake each year. The report was due February 1st. WSB & Associates, as LGU representative for the City's Wetland Conservation Act program, put together the report and submitted it to BWSR for their approval.
- D. **MCES 2018 CAMP Program**: I received the yearly notice from the MPCA regarding participation in the 2018 CAMP program. In the past, we have had good volunteer participation for Sunfish, Horseshoe and Hornbeam Lake. I would like to reconfirm with the council and to have a motion approving the City's involvement in the 2018 CAMP program at the March Council meeting. Also, I need to reconfirm the list of volunteers for each lake in early March and forward this onto the MPCA. There are changes in the program this year that will affect Sunfish Lake. Please see the attached 2018 monitoring information. I did speak to Brian Johnson, CAMP Coordinator at Met Council to get more information to share with the City Council. The cost is \$550 per lake (this fee has not changed since 2000). In the past MCES staff have collected samples from the volunteers 3 times per year; this year they are asking that a designated person in the city collect the samples and data sheets from the volunteers (3 times per year) and bring them to the MCES Central Storage facility. We will need to identify who will take on that responsibility.

- E. **SWPPP Yearly Public Hearing** – At the April Council Meeting, we will be holding our yearly Public Hearing discussing the Storm Water Pollution Prevention (SWPPP) review for the City. At that time, we will discuss the current SWPPP and present ways that both the City and residents can help to continue the improvements in water quality and answer any questions from the public. Meghan Litsey from my office will be presenting a short over view of the City's permitting and will be available to answer questions.
 - F. **5865 South Robert Trail, Mr. and Mrs. Brian and Joyce Birch, Request for Extension on Correcting Site Violations.** - On February 7th, staff sent a letter to Mr. and Mrs. Birch with regard to site plan violations that required correction. On February 14, we received an email from Mr. Birch requesting to be heard at a future city council meeting "to give account and seek a satisfying resolution to the points outlined in the letter". Mr. Birch indicated that he and his wife were out of town until late April. Unless directed otherwise, I will reach out to Mr. Birch after he returns in late April and discuss if and when he would like his issue to be placed on the City Council agenda.
- 2. **Building and Site Reviews in the Month of February.**
There were no building or site reviews in the month of February.
 - 3. **Public Works Activities Undertaken in the Month of February.**
No planned public works activities were undertaken in the month of February.
 - 4. **Anticipated Public Works and Engineering Activities for the Month of March.**
 - A. **Snow Plowing for February** – To date, we have not received an invoice for services in February, however, through January it appears that expenditures are within the city's budgeted amount. I will be monitoring the City streets over the next few months through the winter to make sure issues are resolved and the proper snow removal/ management is utilized. Please notify me at 763-229-1643 if you see any unsafe conditions.
 - B. **Spring Load Limits** – Currently load limits are not in effect. I will be monitoring the conditions and will place the limits when conditions require.
 - C. **Street Sweeping Quotes** – We will request quotes for the annual spring street sweeping which I will bring to the April City Council meeting for consideration.
 - D. **2019-2023 CIP Update** – We will be preparing the draft of the 2019-2023 CIP for the City Council to be reviewed at the April City Council meeting. This document will outline what infrastructure and maintenance projects we are looking to do in 2019 and plan for the next 5 to 10 years for the Council to consider. The goal is to approve the CIP update at the August Council meeting which will help establish infrastructure priorities to manage the City's infrastructure and assist with budgeting of city resources.

The above constitutes the Engineering Report for the City of Sunfish Lake for March 6, 2018.

Respectfully submitted,

WSB & Associates, Inc.



Jeffry S. Sandberg, PE
City Engineer

January 26, 2018

Dear CAMP Sponsors:

This is an update on the work we have been doing to improve the value and sustainability of the Citizen-Assisted Monitoring Program (CAMP). Last summer I asked the CAMP sponsors and volunteers to participate in a survey of the CAMP to help gather information and feedback, so we could address areas that need improving and enhance areas that are going well. We sent out the survey to 30 sponsor representatives, and we received 21 responses. We sent the survey to 121 volunteers, and we received 45 responses.

An encouraging result from the survey is that most sponsors who responded to the survey are satisfied or highly satisfied with the program (18 out of 21). Similarly, most volunteers are satisfied or very satisfied with the program (37 out of 45 respondents).

A common comment in the sponsor and volunteer surveys was that the timeliness of the reports and availability of the finalized data need to be greatly improved. Our goal then is to improve the timeliness of the availability of the finalized data and the reports, where:

- The finalized monitoring data for a particular year will be available the following January 31st. For example, finalized monitoring data for samples collected in 2018 will be available by January 31, 2019.
- The annual Lake Water Quality Summary Report, including the lake grade map, will be published by mid-February of the year following the monitoring.
- The annual lake report will be published by April 1 of the year following the monitoring.

Changes will be implemented in the CAMP to help us achieve this timeline. Many of these changes focus on improving the efficiency of 3 important processes:

- Kit restocking, delivery, and pickup.
- Picking up the samples and lake monitoring forms and delivering them to the lab.
- Volunteer training.

Some of these changes also are geared towards:

- Improving the rate of volunteer participation.
- Improving the maintenance of the monitoring kits.
- Updating the CAMP price structure.

The changes are as follows. Some of you already have been doing some of these tasks, so those won't be a much of a change for you.

1. The Sponsor will be responsible for maintaining, storing, and restocking their monitoring kits. For monitoring kits that are currently stored at a Council facility, Council staff will restock and deliver these kits to their respective Sponsor-owner in the spring of 2018. After this spring, monitoring kits will no longer be stored at Council facilities. As a friendly reminder, the kits are owned by the Sponsor once purchased.
2. The Council will provide and deliver to the Sponsor the expendable monitoring items (e.g. sample containers, labels, filters, aluminum sheets, zip-style plastic bags, and lake monitoring forms). The expendable monitoring items will be delivered in the weeks preceding the start of the monitoring season. The cost of the expendable monitoring items is included in the annual CAMP participation fee.
3. For durable items in the monitoring kit (e.g. thermometers, Secchi disks, filter holders, hand pumps, etc.), the Council will provide and deliver these items upon request from the Sponsor. The Sponsor will be billed for replacing durable equipment, which will be in addition to the participation fee. The purpose of this change is to improve the maintenance practices of the durable items.
4. The CAMP program manager will send out an annual request to the Sponsors asking if they plan to participate in the CAMP for that year (as usual). The request will also ask for a list of lake site(s) and the quantity of items (expendable and durable) needed for restocking the monitoring kits.
5. The Sponsor will be responsible for delivering and picking up the monitoring kits to and from their volunteers.
6. The Sponsor will be responsible for providing a central storage location for their volunteers' samples and lake monitoring forms until pick up by Council staff. Sponsors will be responsible for picking up the samples and the lake monitoring forms from their volunteers and delivering those items to Sponsor's central storage location. The samples are required always to be frozen, which is the same requirement as before. The central storage location can be a Council facility.
7. The Council will be responsible for picking up the samples and lake monitoring forms from the Sponsor's central storage location and delivering them to the laboratory.
8. The CAMP has not raised its participation fee for over 16 years (\$550 for 14 monitoring events per lake site). As with most everything else, the costs of operating the program have increased since then. To bring the pricing structure of the CAMP in line with current costs, the annual CAMP participation fee will increase to \$760 for 14 monitoring events per lake site. This increase generally reflects the inflation rate (Consumer Price Index) over the same time period. The participation fee will be raised to \$380 for 7 monitoring events per lake site.
9. The Council will no longer offer the monitoring frequency option of 1 to 5 monitoring events per monitoring season.
10. The CAMP participation fee will be billed for the contracted amount regardless whether the volunteer samples a lake site fewer times than the contracted quantity.
11. The cost to purchase a monitoring kit will increase to \$225.

12. Payment of the total amount owed to the Council will be due by October 30 each year. An invoice will be sent in September of each year.
13. The Council plans to develop an on-line web-based training program to train new volunteers and to be a source of information for veteran volunteers. Written content, videos, and knowledge exams are planned for the web-based program to provide thorough training and document that volunteers understand CAMP methods and procedures.

If you have any questions about these changes or the survey, please contact me.

Sincerely,

Brian Johnson
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