CITY OF TONKA BAY
ITEM NO. 8B

Memo

To: Honorable Mayor and City Council

From: Joe Kohlmann, City Administrator

Date: July 9, 2013

Re: Bay Street Fire Lane – Turf Reinforcement

At the Regular City Council Meeting on May 14th, Staff was directed to follow Option #2 below:

ISSUE #2 – Bay Street fire lane surface
The Bay Street fire lane is currently grass with no support. Staff was directed to explore options for surface upgrading since the posts are being removed. Staff has brought forward three options:

1) Have the City Crew construct a 10 ft. wide gravel road. Labor and Materials be $3,000.
2) Place a Turf Reinforcement Mesh over the 10 ft. by 125 ft. access area. Total Cost: $1,600. (Please see *Greg's attached description)*
3) Do nothing and just continue to work through any sod damage, etc.

The City annually budgets $1,500 for Fire Lane Repairs. This would be over budget by $100.

In addition, Staff was directed to research a grant through the Minnehaha Creek Watershed District. Staff reviewed the grant criteria and found that we would need to update our survey (survey requirements *attached).* Staff received a quote from WSB to conduct the survey work etc. Below is the quote:

Below please find my price to survey and develop plans for the fire lane.

Survey and Plan:
2-person survey crew – 4hrs @ $149 = $596
Project Engineer (plans) – 4hrs @ $101 = $404
City Engineer/Project Management – 2hrs @ $116 = $232
CAD Tech (plans) – 10 hrs @ $118 = $1,180

Total Cost = $2,412

The total grant amount from MCWD is 50% of total cost. In order to apply for the grant, staff would need to have the survey work conducted. The cost of the Turf Reinforcement is **$1,600** and the survey work of **$2,412** totals **$4,012.** *IF* the City receives the grant of 50%, the total cost of the project to the City would be **$2,006**.

The other option is to just have the Public Works install the Turf Reinforcement for a total hard cost of **$1,600**.

Council Action Requested:
Consider applying for the MCWD Grant or just having the Public Works Crew install the Turf Reinforcement.

MINNEHAHA CREEK
WATERSHED DISTRICT

Minnehaha Creek Watershed District
jbarten@minnehahacreek.org
(952) 641-4523

2013 Stormwater Best Management Practices (BMP) Cost Share Summary and Guidance

Overview

The Minnehaha Creek Watershed District (MCWD) offers funds to help pay for projects that manage the quantity and improve the quality of stormwater runoff in order to help protect and enhance the lakes, streams, and wetlands within the watershed.

Eligibility

Any non-single family home property owner (Cities, Non-profit organizations, Churches, Schools, Businesses, Corporations, Apartment Buildings, Condominiums, Homeowner associations) located within the boundaries of the Minnehaha Creek Watershed District are eligible for funds through this program. ***Funds will not be considered if the project is being required by any governmental entity***

Deadline to Apply – None. Projects are reviewed monthly according to the schedules of the MCWD Citizens Advisory Committee and Board of Managers.

Funds Available

The MCWD offers funding for up to **50% of the cost of the project** with no funding cap. Projects are evaluated individually for funding level.

Eligible Expenses and Projects

The MCWD will evaluate each proposal to determine eligible expenses. Eligible expenses include design, materials and labor. Proposed projects must be above and beyond any governmental requirements. **Any work completed before the Cost Share Funding Agreement is signed will not be eligible for funds.** Examples of eligible projects include, but are not limited to:

- Raingardens
- Pervious pavement
- Green roofs
- Tree trenches
- Infiltration basins
- Infiltration trenches
- Any other innovative stormwater volume reduction and runoff management practice

Evaluation Criteria

Project proposals will be evaluated based on the following criteria:

- Water Quality: Does the project reduce the rate or volume of runoff or promote the infiltration of runoff?
- Soil Erosion Control: Does it reduce erosion or reduce sedimentation in downstream waters?
- Wildlife Habitat: Does it improve wildlife habitat through native plantings or restoration efforts that are consistent with the natural hydrology/geography of the area?
- Innovative Techniques: Does it provide a new solution with potential to be duplicated elsewhere?
- Collaboration: Does it demonstrate strong partnerships and/or local citizen support?
- Public Outreach: Is the site publically visible? Is the property owner willing to participate in public outreach or education opportunities?

Cost Share Funding Agreement and Permitting

Each project approved for funding will enter into a ten-year Cost Share Funding agreement defining the obligations of the MCWD and the property owner. **Please see the EXAMPLE Cost Share Funding Agreement on page 5 of this document for those specific obligations.** The agreement will be modified as necessary to account for project specific requirements. The property owner is responsible for obtaining all necessary permits for the project. Cost Share Staff may assist the property owner in securing any permits required through the MCWD.

Cost Share Program Process

The following is the typical process for participating in the Stormwater BMP Cost Share Program. **The items highlighted in blue are the responsibility of the property owner**. All others are the responsibility of Cost Share Staff.

1. Property owner prepares Cost Share Application or arranges design services for the project.
2. Property owner submits complete Cost Share application to Cost Share Staff.
3. Cost Share staff reviews application for consistency with Stormwater BMP Cost Share Program's goals and criteria and requests additional information if necessary.
4. When complete, proposals are presented to the MCWD Citizens Advisory Committee (CAC) for review and approval at their monthly meeting on the third Thursday of the Month.
5. Proposals are presented to the MCWD Board of Managers for review and approval according to their monthly meeting schedule.
6. Cost Share Staff notify property owner if their project has been approved for funding.
7. Cost Share Staff approves final design for installation of project.
8. Cost Share Staff drafts Cost Share Funding Agreement.
9. Property owner signs Cost Share Funding Agreement.

   Work can begin only AFTER Cost Share Funding Agreement is signed by property owner!
10. MCWD District Administrator signs Cost Share Funding Agreement.
11. Property owner arranges for the installation of the project, obtains any necessary permits, and arranges for the locating of utilities.
12. Property owner contacts Cost Share Staff prior to excavation of project.
13. Cost Share Staff oversees/inspects installation, assists property owner if self-installing.
14. Property owner keeps log of hours worked (if performing work themselves), saves all receipts from project costs and contacts Cost Share staff upon completion of project.
15. Cost Share Staff performs final inspection, approves project installation, and explains long term maintenance responsibilities of the project.
16. Property owner submits **original** receipts for project costs to Cost Share staff for reimbursement.
17. Payment is made to the property owner according to provisions in the Cost Share Funding Agreement.
18. Property owner assumes long-term maintenance of the project according to provisions in the Cost Share Funding Agreement.

Cost Share Application Checklist

A complete application for the 2013 Stormwater Best Management Practices (BMP) Cost Share Program will include the following:

_____Photos of the project area

_____A completed 2013 Stormwater (BMP) Cost Share Application Cover Page

_____A landscaping plan (8.5x11" or 11x17" size), drawn to scale, that shows the following:

- ☐ Area in square feet of proposed project
- ☐ Total area in square feet of contributing drainage to proposed project
- ☐ Area in square feet of contributing drainage to proposed project that is impervious
- ☐ An indication of the drainage on the site (arrows, elevations, contour lines, etc.)
- ☐ The project location in relation to property lines, surrounding buildings, driveway, roads, steep slopes, significant geographic features, etc.
- ☐ Location and identification of proposed vegetation, if any (planting plan)
- ☐ Description of soils at project site
- ☐ A description of necessary soil amendments or explanation that none are required

_____A cross section, drawn to scale, illustrating the proposed project

_____An itemized cost estimate of the proposed project **which only includes portions of the project directly related to improvements to water quality** (landowner labor can be included in the cost estimate and can be reimbursed at a rate of $12.00 per hour)

- Additional landscaping features not associated with the Stormwater BMP should not be included in cost estimate
- Only plants within a raingarden basin can be considered for funding

Important Permit Note Your project may require a Stormwater Management Permit through the MCWD. The permit also requires a Maintenance Declaration attached to the property title outlining perpetual maintenance of the project.

Note Depending on site and project conditions, the Cost Share Program Specialist may request more information than is listed above. The more detailed the plan and cost estimate, the better prepared MCWD Staff, the Citizens Advisory Committee, and the Board of Managers will be to determine if the project merits funding.

MCWD Cost Share Staff

Cost Share Staff are the primary support resource for any issues regarding the program. Feel free to contact the MCWD Cost Share Program Specialist with any questions regarding your specific project.

Cost Share Staff
Joe Barten
Cost Share Program Specialist
jbarten@minnehahacreek.org
(952) 641-4523

Applications can also be sent via US mail to:
Cost Share Program Specialist
Minnehaha Creek Watershed District
18202 Minnetonka Boulevard
Deephaven, MN 55391