

Item 7b.**Sunfish Lake Engineer's Report for February 7, 2023**

By: Jeff Sandberg, PE
City Engineer

Date: January 31, 2023

1. Engineering Activities Undertaken in the Month of January

The following Engineer's Report reflects the Engineering activities undertaken this past month.

- A. No Solicitation Signage – The signage has not been finalized as staff works with the City Attorney on statute language to add to the sign.
- B. City Snowplowing Policy – Staff has updated the City's Snowplowing Policy and requests the City Council adoption of the updated policy at the February City Council meeting. (SEE ATTACHMENT 1B.)
- C. Wetland Conservation Act (WCA) Annual Reporting – Staff prepared and submitted the annual reporting of activities related to the Wetland Conservation Act for 2022 to the State Board of Soil and Water Resources. (SEE ATTACHMENT 1C.)

2. Building and Site Reviews in the Month of January

- A. Staff conducted reviews for the following properties this past month:
 - 205 Salem Church Road – Staff is reviewing the latest submittal for this property for Major Site Plan.
 - 11 Salem Lane – Staff is reviewing the latest submittal for this property for Major Site Plan.

3. Public Works Activities Undertaken in the Month of January

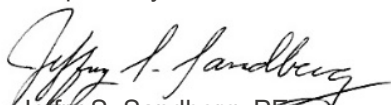
- A. Staff worked with the contractor on snow removal and addressing areas of concern by residents.
- B. The City of Mendota Heights installed a marker on the fire hydrant on Charlton Road near Delaware to aid in locating it in winter months. This issue was surfaced by a concerned resident and the City quickly addressed the issue. This hydrant is in SFL but is owned and maintained by MH. Staff recommended that the hydrant be cleared of snow by residents as this was not a responsibility of either City.

4. Anticipated Engineering/Public Works Activities for the Month of February

- A. Staff will work with the City's snowplowing contractor to ensure that roads remain safe for travel. If residents find areas on city streets that need additional attention, they should email the contractor at sunfishlakesnow@gmail.com and copy City Engineer Jeff Sandberg at jsandberg@wsbeng.com.

The above constitutes the Engineering Report for the City of Sunfish Lake for February 7, 2023.

Respectfully submitted,


Jeffrey S. Sandberg, PE
City Engineer

SUNFISH LAKE SNOWPLOWING POLICY

1. **Introduction**

The City of Sunfish Lake believes it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice and removal of debris or fallen trees prohibiting vehicular travel on city streets. Reasonable ice and snow control and debris removal is necessary for routine travel and emergency services. The City will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use private contractors to provide this service.

2. **When will the City start snow or ice control operations?**

The Mayor or City Engineer will decide when to begin snow or ice control operations. The criteria for that decision are:

- a. Snow accumulation of 2 inches or more;
- b. Drifting of snow that causes problems for travel;
- c. Icy conditions which seriously affect travel; and
- d. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than 2 inches.

Debris or tree removal prohibiting vehicular travel will commence as soon as work forces can be mobilized after reports of the incident and passing of the storm.

3. **How snow will be plowed**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. When a plow goes on a bridge, the driver shall slow down so that snow does not go over the bridge if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

City streets must be passable to allow normal traffic flow and emergency vehicles to respond to all areas within the City. The City, however, does not guarantee bare, dry pavement after each snowfall or that streets will be totally free of ice and snow or driving hazards common to Minnesota winter weather.

City streets will generally be plowed within 24 hours from the start of a 2" or more snowfall. This requires 6-8 hours of operations for a normal snowfall of two to six inches. Delays may occur due to equipment breakdowns and or extreme weather conditions.

4. Snow removal

The City Engineer will determine when snow will be removed by truck from the area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed, depending on weather conditions, contractor availability and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental concerns.

5. Priorities and schedule for which streets will be plowed

The City has classified city streets based on street function, traffic volume, and importance to the welfare of the community. The following streets will be plowed first or have debris removed first. These are high volume routes, which connect major sections of the City and provide access for emergency fire, police, and medical services.

- Salem Church Road
- Charlton Road

Second priority streets are low volume residential streets.

- Angell Road
- Sunny Side Lane
- Windy Hill Road
- Windy Hill Court
- 55th Street West
- Roanoke Road
- Grieve Glen Lane
- Acorn Drive
- Zehnder Road

6. Work schedule for snowplow operators

Snowplow operators will be expected to work 8-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of 8-hour shifts. However, because of budget and safety concerns no operator shall work more than a 12-hour shift in any 24-hour period. Operators will take a 15-minute break every 2 hours, with a half hour break after 4 hours. After a 12-hour day, operators will be replaced if additional qualified personnel are available.

7. Weather conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of the operators and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.

8. Use of sand, salt, and other chemicals

The City is concerned about the effect of sand and salt on the environment and will limit its use for that reason. The City has implemented a “Pre-Treatment” practice that involves the contractor applying a salt-brine mix to the roadways prior to snow events. This pre-treatment inhibits snow and ice from sticking to the road surface and makes it easier to remove the snow and ice. This has resulted in more efficient clearing and less subsequent salt and sand treatments following a storm. In areas where additional attention is required due to icy conditions, the contractor will place additional salt and sand. It is the policy of the City to utilize a sand and salt mixture in the ratio of approximately 3 parts sand and 1 part salt. This provides for traction, but is not intended to provide for bare pavement during winter driving conditions. Application of the sand

and salt mixture is generally limited to priority “A” routes, steep grades, and high-volume intersections. Application is limited on lower volume streets and cul-de-sacs. The City cannot be responsible for damage to grass caused by the sand and salt mixture and therefore will not make repairs or compensate residents for salt damage to turf, plantings, or trees in the street right-of-way.

9. Mail delivery

The snowplow operators make every effort to remove snow as close as practical to provide access to mailboxes for the mail delivery. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment that is utilized for snow removal. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Residents are encouraged to check with the Postmaster on how to correctly install mailboxes.

10. Garbage/Recycling

Efficient snow plowing requires that garbage and recycling containers be accessible for pickup and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the snowplow and is also in a spot accessible to the garbage and recycling truck(s).

11. Complaints

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City’s normal operation procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for most complaints. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City’s intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

This Policy was updated and adopted by the Sunfish Lake City Council on February 7, 2023.

Minnesota Board of Water and Soil Resources
Wetland Conservation Act 2022 Annual Reporting Form
 For reporting WCA activities during calendar year 2022

Use the tab key to navigate between fields.

Local Government Unit (LGU): City of Sunfish Lake	Organization Type: City	County (or Counties if WMO) Dakota
Name of Person Completing Report: Shawn Williams	Title: Sr. Environmental Scientist	Contact Phone #: 612-360-1305
Your Employer Name (if submitting report on behalf of an LGU): WSB		

Does your LGU receive WCA funding from the Natural Resources Block Grant? No

NOTE: Completion of this report is required for all WCA LGUs. It must be received at WCA_Reporting@state.mn.us on or before **February 3, 2023**. See the accompanying instructions for details.

1. Number of landowner contacts in which wetland-related technical assistance was provided during the calendar year: 2 (Please provide your best estimate.)
2. Number of applications/requests that were:

Type of Application:	# Approved	# Denied	# Withdrawn
A. Boundary or Type	0	0	0
B. No-Loss	0	0	0
C. Exemption	0	0	0
D. Sequencing	0	0	0
E. Replacement Plan*	0	0	0

*Do not include local road authority notifications for projects that qualify for replacement under the BWSR Local Government Roads Wetland Replacement Program according to MN Rule 8420.0544.

Total number of approved exemptions (C) should match total in # 3 below.

Total number of approved replacement plans (E) should match total in #4 below.

3. Number of exemptions approved and square feet of wetland impact for each category from MN Rule 8420.0420 (provide best estimate for impacts that are not easily quantified):

Type of Exemption:	Number of Approved Exemptions	Sq. Ft. of Wetland Permanently Impacted
Subp. 2. Agricultural Activities	0	0.00
Subp. 3. Drainage	0	0.00
Subp. 4. Federal approvals	0	0.00
Subp. 5. Restored wetlands	0	0.00
Subp. 6. Utilities	0	0.00
Subp. 7. Forestry	0	0.00
Subp. 8. De minimis	0	0.00
Subp. 9. Wildlife habitat	0	0.00

Subp. 2g. Agricultural wetland bank exemption*	0	0.00
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*See WCA reporting instructions.

4. Number of replacement plans **approved** that replace impacts by the following methods:

A.	Wetland Banking:	0
B.	Project-Specific Replacement:	0
C.	Combination of Wetland Banking and Project-Specific Replacement:	0

5. Square feet of wetland to be **impacted** via an approved replacement plan: 0

6. For approved replacement plans, enter for project-specific replacement only* in square feet and corresponding credit amounts as approved in the following categories from MN Rule 8420.0526:

<i>Action Eligible for Credit:</i>	Square Feet	Repl. Credit
Subp. 2. Upland buffer areas.	0	0.00
Subp. 3. Restoration of completely drained or filled wetland areas.	0	0.00
Subp. 4. Restoration of partially drained or filled wetland areas.	0	0.00
Subp. 5. Vegetative restoration of farmed wetlands.	0	0.00
Subp. 6. Protection of wetlands previously restored via conservation easements.	0	0.00
Subp. 7. Wetland creations.	0	0.00
Subp. 8. Restoration and protection of exceptional natural resource value.	0	0.00
Subp. 9. Preservation of wetlands	0	0.00

*For question 6, report project-specific replacement only. Replacement via banking is accounted for via BWSR's banking database.

7. For project-specific replacement wetlands, enter the number of each completed or received:

A. Construction Sites Inspected	B. Corrective Actions Ordered	C. Monitoring Reports Received	D. Findings of Satisfactory Replacement
0	0	0	0

8. Number of **potential WCA violation sites** investigated: 0

9. Number of **enforcement actions** that were taken under local ordinances and/or that did not result in DNR-issued cease and desist, restoration, or replacement orders (including informal resolution of violations): 0

10. Number of **local appeals** heard: 0

11. **Optional:** Please provide information regarding unusual circumstances, time spent on enforcement or major violations, banking application reviews, known exempt activity for which a formal decision was not made, additional detail or clarification of above data, or any other information or comments you would like to share. Enter text here (2,500 character max)

Minnesota Board of Water and Soil Resources
Wetland Conservation Act 2022 Annual Reporting - Instructions

Requirement

Annual reporting of Wetland Conservation Act (WCA) implementation activities is required for **all** of Minnesota's WCA local government units (LGUs) in accordance with MN Rule [8420.0200, Subp. 2, Item I](#). This reporting requirement applies regardless of whether or not the LGU obtains any WCA funding from BWSR.

Important Submittal Instructions

If you are a County entity (such as an SWCD, County Environmental Services, Planning Dept., etc.) and serve as LGU or otherwise represent the County and other specific cities/townships in the County, then you need only complete *one form* for all activities covering all of the entities you represent. Just put the name of your entity in the LGU box and do not list the entities you are reporting for. We will assume that you are reporting for all entities you are identified as representing in the [BWSR LGU Directory](#).

If you are a consultant representing more than one LGU, then you must complete a separate form for each LGU you represent.

If you are a watershed district (WD) or watershed management organization (WMO), you can submit one form for your entire WD/WMO. If there are cities/townships within your WD/WMO that are their own LGU, they will be responsible for submitting their own separate form and you should not include their activities in your reporting form.

If you are a City or Township that has some, but not all, areas within a WD/WMO in which the WD/WMO is the LGU for those areas, then you should submit a form for only those activities that occurred within your city/township but outside of the WD/WMO.

If you are expecting another entity to report on your behalf, confirm with that entity that they are reporting on your behalf and ask for a copy of their reporting form to document compliance with WCA rule.

- 1) Complete and save the form to your computer/network (**do not convert to .pdf or other format**). Retain the form for future reference or needed corrections.
- 2) E-mail the completed form to WCA_Reporting@state.mn.us to be received by BWSR no later than **February 3, 2023**. The "sent" date of the e-mail will be used to track the date of receipt. **Use your LGU name as the subject line of the e-mail.** Note: Only send completed reporting forms to this address. Do not direct questions or other correspondence to this email address, instead contact your [BWSR Wetland Specialist](#).
- 3) Your Wetland Specialist will review the data and may contact you with questions or possible corrections.

Relationship to Natural Resources Block Grant (NRBG)

Completion and submittal of this form is required of **all LGUs** regardless of whether or not NRBG funding is provided. However, it is also a condition of the grant for those LGUs who receive NRBG funding. **LGUs who fail to submit the form will not receive NRBG grant funds.** For those local governments that receive NRBG WCA funding and distribute it to multiple LGUs, each LGU for which NRBG WCA funds have been transferred should be listed in the NRBG eLINK report. The local government must also ensure that WCA activity reporting for each LGU for which NRBG WCA funds have been transferred is completed according to the instructions above.

Timeframe and Context

In general, the data provided should be based on WCA activities for which the LGU has issued a final decision, application withdrawn, or issue resolved during the **2022 calendar year** (see question 1 guidance for exception). The approved activities need not have been implemented in order to be reported. Projects still under review but not

approved by the LGU at the end of the calendar year should not be reported until the year in which a decision has been made or they are otherwise resolved.

Question-Specific Guidance

The following guidance items are numbered to correspond to the numbered items in the reporting form:

1. The purpose of this question is to gather information on LGU workload. Landowner is a general term meant to include agents, consultants, and developers that are proposing or contemplating projects regardless of their legal ownership of the land. In addition to landowners for which WCA applications were processed during the calendar year, LGUs should report the number of landowner contacts for which they answered questions related to wetlands or WCA, provided preliminary review of projects potentially affecting wetlands, provided advice on wetland boundaries or exemption applicability, or other landowner consultation related to WCA or wetland. Meeting with one landowner four times on the same project would count as four landowner contacts for the purpose of answering this question. Newsletters or other such general correspondence do not constitute technical assistance provided to a landowner. Please provide your best estimate.

2. For purposes of this question, “withdrawn” means that the applicant has submitted an application but withdrew it prior to the LGU making a decision.

Replacement plans (Item 2E) do not include local road authority notifications for projects that qualify for replacement under the BWSR Local Government Roads Wetland Replacement Program (road program) according to MN Rule 8420.0544. These notifications are reported separately and accounted for in BWSR’s road program tracking database. However, non-qualifying road projects completed under a replacement plan (or a combination of banking/project-specific and the BWSR road program) should be reported here.

The total number of Replacement Plans approved (question 2E) must equal the total Replacement Plans Approved under question 4.

3. The purpose of this question is to gather data on the amount of wetland lost due to approved exemptions and the frequency of exemption use. The exemptions are organized consistent with the WCA rule order. LGUs should only report exempt impacts for which a decision has been made to approve the exempt impacts. Known wetland impacts due to exemptions for which the LGU has not formally made a decision can be reported under question 11. Report impacts in square feet.

Please note the addition of Subp. 2G Agricultural wetland bank exemption. This exemption has been separated from the others because the impacts are being replaced, and not permanently lost. Regardless, the amount of wetland impacted under this exemption should be reported.

LGUs should only report the square feet of wetland *permanently lost* due to exempt activity. For example, true drainage maintenance in accordance with MN Rule 8420.0420, Subpart 3, Item B generally does not require reporting. Reporting temporary impacts each time the ditch or tile is maintained can lead to multiple reporting of impacts to the same square feet over time, which is misleading and skews the resulting data. However, exempt wetland impacts due to new ditches or tile lines, existing drainage that has been improved, or deposition of spoil in wetland areas beyond the existing square feet of deposition must be reported. Wetlands drained under Item C of the drainage exemption will almost always require reporting.

The number of Exemptions Approved (question 2C) should equal the Total Number of Approved Exemptions under question 3.

Check your work to ensure it is correct – the total number of approved exemptions in #3 should equal the sum of approved exemptions in #2. The only exception is when a true drainage maintenance project is not reported in question #3 per the above paragraph.

4. Item A is NOT referring to wetland banking applications, but rather replacement plans that utilize bank credits for replacement. Check your work - the sum of A+B+C should equal the number of replacement plans approved under question #2E.

5. The purpose of this question is to collect data on the quantity of wetland in square feet lost under approved replacement plans. LGUs should sum the number of square feet of approved wetland impact (drainage, fill, or regulated excavation) that require replacement. Report total wetland impacts in square feet. *Do not* include square feet of wetland impact that do not require replacement by WCA (such as exempt or no-loss activities).
6. Report the total *square feet* of replacement and the corresponding number of approved *credits*, *remember acres do not always equal credits*, associated with each action eligible for credit in MN Rule 8420.0526 (the actions are organized consistent with the WCA rule order). This item pertains to project specific replacement under approved replacement plans only – do not report credit approved under a banking plan or a replacement plan using banking credits.

Example: If an application was approved to restore a 435,600 sq. ft. (10-acres) of partially drained wetland at 50% credit, and 348,480 sq. ft. (8 acres) of upland buffer at 25% credit, the LGU would report the following:

- 1) 435,600 sq. ft. (10 acres) under the “square feet” column, and since it is at 50% credit (10×0.5) = 5 credits under the “Repl. Credit” column for *restoration of partially drained or filled wetland areas*, and
 - 2) 348,480 sq. ft. (8 acres) under the “square feet” column, and since it is at 25% credit (8×0.25) = 2 credits under the “Repl. Credit” column for *upland buffer areas*.
7. The purpose of this question is to gather data on replacement monitoring compliance and track LGU oversight of replacement plan projects. Note that “construction sites inspected” and “corrective actions ordered” are specific to *project specific replacement wetlands* only.

Note: LGUs should be tracking all approved replacement sites and comparing them with actual monitoring reports received in order to identify issues of non-compliance.
 8. This question is related to LGU workload associated with enforcement activities that may or may not get reflected in formal actions or decisions. For this question, LGUs should report potential WCA violation site inspections regardless of what initiated the inspection (DNR enforcement flight, landowner complaint, found by LGU, etc.) or the end result (no violation, cease and desist, restoration order, resolved locally, etc.). This should include site inspections performed by the SWCD separately from the LGU, however, care should be taken not to duplicate numbers. Site investigations resulting from DNR-submitted Resource Protection Notice “RPNs” should also be included in this item.
 9. This question is intended to collect data on those instances where the LGU resolves violations informally, through local channels, or through an enforcement order issued by a non-DNR enforcement officer (i.e. a deputy sheriff). Violations that result in the issuance of an order by a DNR enforcement officer should not be reported because that information will be obtained directly from the DNR.
 10. Do not include appeals to BWSR.
 11. This is your chance to report anything you feel is relevant or important that may not be captured in other questions. Please attempt to limit this information to the maximum 2,500 characters, however, if you have additional relevant information, provide it on a separate document and attach it to the e-mail.

Differences due to implementation of an approved Comprehensive Wetland Protection and Management Plan should be reported on a separate document generated by the LGU.

Contact your [BWSR Wetland Specialist](#) with any questions regarding completion of the reporting form.