



City of Blaine

Natural Resource Conservation Board

July 18, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

The Natural Resource Conservation Board is an advisory body to the City Council. The Board is charged with recommending acquisition of lands for open space and developing a Natural Resource Plan which includes environmental policy and guidelines for the maintenance and preservation of Blaine's existing and future open spaces and trail corridors. One of the Board's functions is to hold public meetings and make recommendations to the City Council. For each item, the Board will receive reports prepared by City staff, provide the opportunity for public response, conduct Board discussions and make recommendations. The City Council, however, makes all final decisions on these matters.

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes

- 3.1.** 2023-301 Approval of NRCB Minutes
Sponsors: Nate Monahan, Recreation Manager

4. Open Forum for Citizen Input

5. New Business

- 5.1.** 2023-302 Trail Connection to Legacy Woods Open Space
Sponsors: Nate Monahan, Recreation Manager
- 5.2.** 2023-304 Update on RFP for the Blaine Wetland Sanctuary Trail System and Wetland Bank
Sponsors: Nate Monahan, Recreation Manager
- 5.3.** 2023-303 Open Space Inspection of Pioneer Park
Sponsors: Nate Monahan, Recreation Manager

6. Adjournment

1. Call to Order

The meeting was called to order at 6:05 PM.

**Board meeting was informal and not televised so minutes below were provided by city staff

2. Roll Call

Roll Call - Board members Anderson, Panning, Truchon. Chair Rafferty arrives at 6:15.

Park Board Members Tonya Lizakowski and Kristofer Paulseth were also in attendance.

3. Approval of Minutes

3.1. 2023-243 Approval of April and May 2023 NRCB Minutes

Sponsors: Megan Hedstrom, Stormwater Coordinator

Board Member Panning moves to approve the April and May Minutes, seconded by Board Member Truchon. Board Member Anderson requests that future minutes include definitions of any abbreviations used. Motion passes.

4. Open Forum for Citizen Input

5. New Business 5.1. 2023-244 Recommendation of RFP for Consulting Services for BWS Wetland Bank and Trail System Sponsors: Megan Hedstrom, Stormwater Coordinator

Board Member's discuss the RFP. Suggestions include ensuring that the Consultant budgets for at least 2 board meetings and 1 council meeting per year. Board Members request confirmation that the RFP will include finalizing the 2022 Monitoring Report and any other requirements from the Army Corps or Board of Soil and Water Resources (BWSR).

5.2. 2023-245 Open Space Inspections Sponsors: Megan Hedstrom, Stormwater Coordinator

Board Member Panning suggests that NRCB Members send out a poll to determine who will inspect which open spaces. Board Member Truchon suggests that when a time and date have been scheduled for any inspection, that could be communicated with all Board Members so those who are available could also attend the inspection. 5

5.3. 2023-246 Open Space Tour: Starts at 6:45pm

The board tours Blaine Wetland Sanctuary and Lochness Park.

6. Adjournment Sponsors: Megan Hedstrom, Stormwater Coordinator

Return to city hall at 9:00 and adjourn.



City of Blaine Staff Report

File Number: 2023-302

Agenda Date	Status
July 18, 2023	
In Control	File Type
Natural Resources Conservation Board	Presentation

New Business -

Agenda Item # 5.1

Trail Connection to Legacy Woods Open Space

Background

Staff will present on a trail connection that was made to the Legacy Woods Open Space.

Recommendation

Informational

Attachment List

1. Trail to Legacy Woods Open Space 1
2. Trail to Legacy Woods Open Space

Anoka County Parcel Viewer



Parcel Information:

Approx. Acres:
Commissioner:

Owner Information:

Plat:



Anoka County GIS

1:2,400

Date: 6/28/2023

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Anoka County Parcel Viewer

**Parcel Information:**

Approx. Acres:
Commissioner:

Owner Information:

Plat:





City of Blaine Staff Report

File Number: 2023-304

Agenda Date	Status
July 18, 2023	
In Control	File Type
Natural Resources Conservation Board	Report

New Business -

Agenda Item # 5.2

Update on RFP for the Blaine Wetland Sanctuary Trail System and Wetland Bank

Background

Staff will provide update of the RFPs that have been received that were due last Friday, July 14th.

Recommendation

Informational

Attachment List

1. BWS RFP



City of Blaine

REQUEST FOR LETTER OF PROPOSAL

**Blaine Wetland Sanctuary Monitoring and Management
May 22, 2023**

CONSULTANT LETTER OF PROPOSAL REQUEST

You are requested to submit a letter of proposal for the project indicated below:

DESCRIPTION OF PROJECT

The proposed project will involve the long-term monitoring and maintenance of the established Site 7 ENRV Wetland Bank located in the Blaine Wetland Sanctuary. To date, the release of 39.255 credits out of a total 81.06 potential credits have been released. The proposed project includes the continuation for restoration and monitoring in this bank for the years 2023-2030.

SCOPE OF SERVICES

The City of Blaine is requesting a letter of proposal to perform routine monitoring as required for an ENRV Wetland Bank, as well as a restoration proposal to achieve outlined Vegetation Performance Standard

Services requested by the consultant include, but are not limited to:

- 1.) Restoration Tasks
 - (a) Include proposed treatments and fee schedule for the following tasks for the duration of the 2023-2030 restoration seasons:
 - i. Winter Tree and Shrub Removal
 - ii. Invasive Tree and Shrub Stump Treatment
 - iii. Mowing and dethatching
 - iv. Herbaceous Herbicide
 - v. Prescribed burning and associated permitting
 - vi. Seeding
 - vii. Other tasks as recommended
- 2.) Monitoring Tasks
 - (a) 2022 Monitoring Report
 - i. Some monitoring data was collected in 2022. Include in proposal the costs associated with evaluating this data and conducting summer monitoring in 2023 to ensure a monitoring report is delivered in fall of 2023 that details restoration and vegetation performance standards to RCWD, BWSR, and Corps standards.
 - (b) Annual Monitoring
 - i. Annual Monitoring as required for an ENRV bank for the years 2023 – 2030.
- 3.) Banking Administration Tasks
 - (a) Monitoring Report Writing and Production for the years 2023 – 2030.
 - (b) Attendance at 1 – 2 Board and Council meetings annually for review of monitoring report.

PROJECT DESIGN INFORMATION PROVIDED BY THE CITY AS NEEDED

- 1.) Monitoring Reports from 2018 – 2021
- 2.) Credit Release Table and Restoration Progress Reporting
- 3.) ENRV Scoping Documentation
- 4.) Site 7 ENRV Commitment Letter
- 5.) BWSR Vegetative Performance Standard Recommendation
- 6.) Blaine Wetland Sanctuary Master Plan

PROJECT DELIVERABLES PROVIDED BY THE CONSULTANT

- 1.) Preliminary design parameters and estimated cost

PROJECT SCHEDULE and CONSULTANT SUBMITTAL TO THE CITY

The scheduled deadlines for the project are as follows:

- | | |
|---|----------------|
| ▪ Letter of proposals due 4:30 PM | July 14, 2023 |
| ▪ City Council Formal Contract Approval | August 7, 2023 |

Interested consultant(s) should prepare a letter of proposal due to the City for review by no later than Friday, June 2, 2023, at 4:30 PM:

- Statement of your understanding of the project requirements
- Project schedule complete with identified work tasks, estimated hours, hourly rates and total estimated costs to be itemized and included on the letter of proposal.

The City of Blaine is requesting a proposal based on “*total estimated costs*” based on the Scope of Services and Project Deliverables information provided for this project.

The City and the Consultant for the project will negotiate final contract for services through the completion of the feasibility report based on the submitted Proposal.

If the Consultant wishes to meet prior to submitting letters of proposals, please contact the City to schedule a meeting.

Please send proposal via email to Megan Hedstrom, Stormwater Coordinator at mhedstrom@blainemn.gov. If you have any further questions, please contact directly at (763) 785-6194 or email at mhedstrom@blainemn.gov.

The City of Blaine appreciates your time and interest in the project.



City of Blaine Staff Report

File Number: 2023-303

Agenda Date	Status
July 18, 2023	
In Control	File Type
Natural Resources Conservation Board	Action Item

New Business -

Agenda Item # 5.3

Open Space Inspection of Pioneer Park

Background

Staff will bring board members to Pioneer Park to go through open space inspection. After inspection, board members can select other open spaces to inspect for improvements.

Recommendation

Informational

Attachment List

1. INSPECTION CHECKLIST FOR BLAINE OPEN SPACES
2. Open Space Overview Map



INSPECTION CHECKLIST FOR BLAINE OPEN SPACES

LOCATION: _____ DATE: _____

INSPECTOR(S): _____

Instructions: Please complete a thorough evaluation of your assigned open space. Make note of the condition of all amenities from a safety and aesthetic viewpoint. If there is an amenity that is not on this sheet, add it to the section titled "other". When identifying an issue, please be as detailed as possible about the location and take photos if possible.

PARKING LOT	SATISFACTORY	REQUIRES ATTENTION	NOTES
Are appropriate signs posted and visible?			
Are the parking areas free of trip hazards?			
Is the lighting sufficient?			
Is it free of debris?			
Are stalls clearly marked?			
Other			
TRAILS/BOARDWALK	SATISFACTORY	REQUIRES ATTENTION	NOTES
Are the trails free from trip hazards? (eg. No pot holes, cracks, etc)			
If trails are wood chip, are the wood chips still functioning?			
Are there any safety hazards? (eg. trees across trail, trees leaning over trail, etc)			
Are the trails free from debris? (eg. Garbage, dog poop, etc)			
Other			

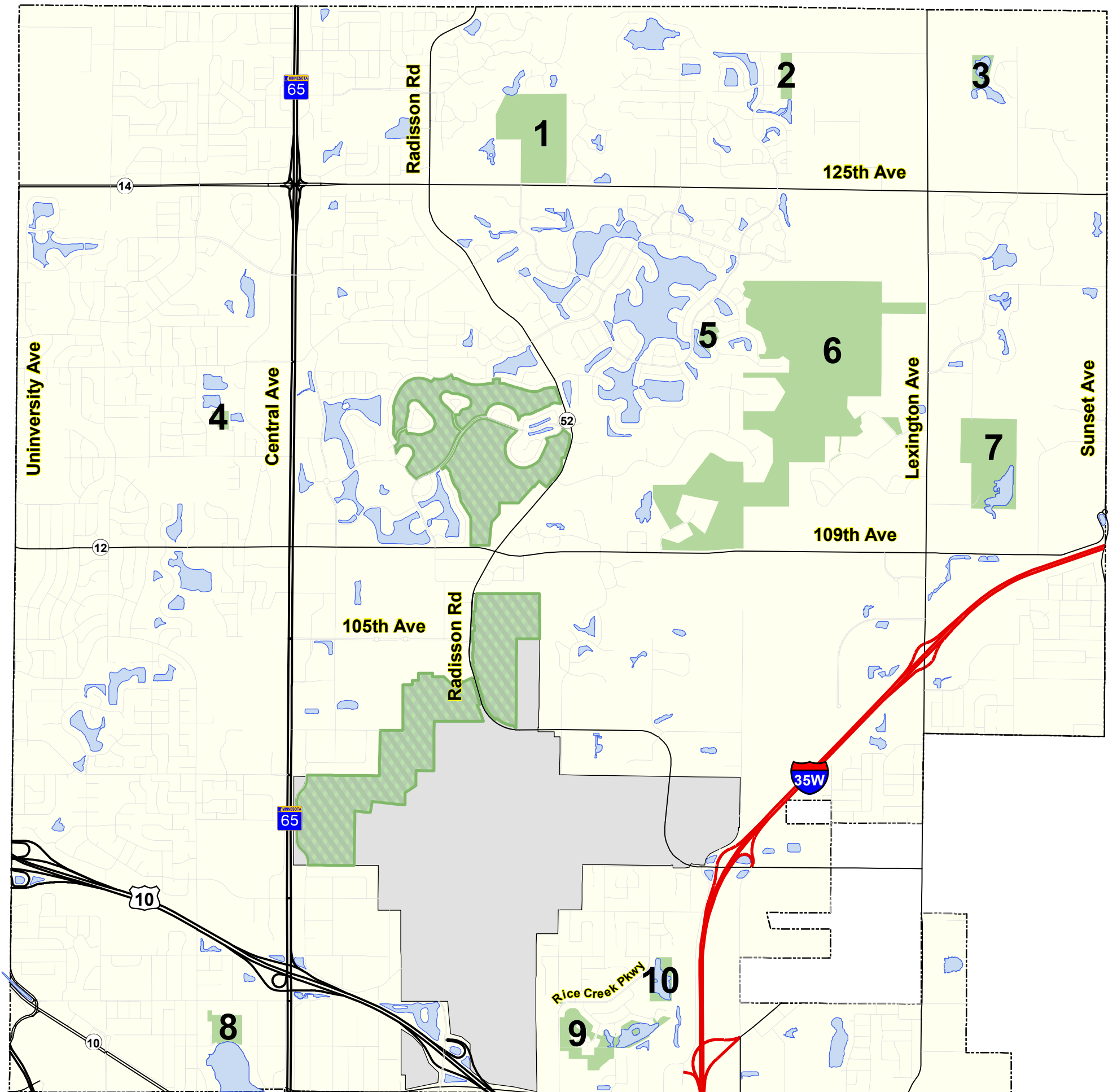
PICNIC SHELTERS	SATISFACTORY	REQUIRES ATTENTION	NOTES
Is the park shelter free of debris?			
Are the picnic tables stable & in good shape? (markings, bolts)			
What is the condition of the roof?			
What is the condition of the posts/concrete pad?			
Is there vandalism?			
Other:			
KIOSKS/SIGNS	SATISFACTORY	REQUIRES ATTENTION	NOTES
Are the kiosk/signs in good condition?			
Is there vandalism?			
Do the posters need replacing?			
Other:			

OVERALL SITE CONDITION	SATISFACTORY	REQUIRES ATTENTION	NOTES
Are there invasive species?			
Is the site free of debris?			
Is there any vandalism?			
Are there any washouts to water bodies/drainage areas?			
Is there any encroachment from neighboring properties?			
Are there opportunities for additional plantings, signage, or amenities?			
Other			
OTHER:	SATISFACTORY	REQUIRES ATTENTION	NOTES

ADDITIONAL COMMENTS OR CONCERNS: _____

CITY OF BLAINE

OPEN SPACE



- 1 Pioneer Park, 2491 125th Ave NE (100 acres)
- 2 Legacy Woods Open Space, 3560 131st Ave NE (10.1 acres)
- 3 Sunrise Ponds Open Space, 13000 Jewell Cir NE (11.8 acres)
- 4 Hidden Ponds Park, 11465 Polk St NE (5.3 acres)
- 5 Oak Savannah, 11730 Naples Cir NE (6.7 acres)
- 6 Blaine Wetland Sanctuary, 11980 Lexington Ave NE (521.6 acres)
- 7 Lochness Park, 11121 Lexington Ave NE (89.2 acres)
- 8 Laddie Lake Park, 1051 87th Ave NE (15.1 acres)
- 9 Kane Meadows South, Southwest of 2946 Rice Creek Pkwy NE (12.5 acres)
- 10 Kane Meadows North, East of 2946 Rice Creek Pkwy NE (17.6 acres)

Map Created by: City of Blaine GIS
Map Date: March, 2020

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) 717-2639.

