

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Tuesday, May 27, 2025, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

Board Members Present: Mary Campbell, Jim Hafner, Erin Lind, Jason Lund, and Dwight McCullough.

Staff Present: Jon Janke, Corinne Elfelt, Erin Margl, Michelle Ulrich and Hattie Hillukka

Staff via Zoom: Erik Bye

2. Approval of the Agenda

Board Member Campbell moved to add permit items 9 - 143rd Ave Reconstruction, 10 - Elwell Commercial Park and 12 - Stone Arch Dental to the Consent Items; and to add as Informational Items 16: Open Meeting Law and 17: News article: Environmental fun to be had in Fridley. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Lind moved to approve the amended agenda. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

3. Announcements

No announcements

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of May 12, 2025

6. Approval of Bills for Payment

Claims totaling \$78,142.34 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0015--ANOKA COUNTY MN	1,000.00
V0096--RANDY WESP EXCAVATING LLC	4,125.00
V0110--RESPEC COMPANY LLC	9,666.25
V0128--YTS COMPANIES LLC	3,543.75
V0138--RMB ENVIRONMENTAL LABORATORIES INC	161.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	248.00
V0190--MARGL, ERIN	1,333.00
V0242--METRO I NET	6,753.00
V0247--POOP 911 OF MPLS STP LLC	1,521.50
V0348--BLUE CROSS BLUE SHIELD OF MN	20,798.58
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,116.49
V0351--DELTA DENTAL OF MN	1,720.30
V0352--HEALTH EQUITY INC	778.06
V0352--HEALTH EQUITY INC	38.80
V0352--HEALTH EQUITY INC	778.06
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,984.96
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,098.55
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,345.00
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,345.00
V0380--METRO BLOOMS	2,000.00
V0385--STATE OF MN SOS	120.00
V0386--TAMARACK LAND	3,128.05
	78,142.34

The following permit items were moved to the Consent Agenda.

9. 143rd Ave Reconstruction

The purpose of this project is the road construction of 143rd Avenue from Lincoln Street to Trunk Highway 65 in Ham Lake, Minnesota.

The City of Ham Lake is proposing the reconstruction of a portion of 143rd Avenue. The project will disturb 1.68 acres and create 0.79 acres of regulated impervious. The threshold for stormwater treatment on public linear projects is 1 acre of new or fully reconstructed impervious, therefore; stormwater treatment is not required. The project drains to County Ditch 57 (Coon Creek). The relevant water resource concern is erosion and sediment control which is District Rule 4.

Staff recommendation is to approve with one (1) Condition and one (1) Stipulation as outlined in the complete Permit Application Review Report dated May 21, 2025, and before the Board of Managers on May 27, 2025.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,480.00.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

10. Elwell Commercial Park

The purpose of this project is grading and lot preparation for four commercial lots with associated stormwater management features, public street reconstruction, and new street reconstruction. The project is located at 14350 and 14334 Hwy 65 NE; 1323 143rd Ave NE, Ham Lake, Minnesota.

This applicant previously proposed a commercial development with 4 lots, street reconstruction and new street construction, and associated stormwater management features. The project included stormwater treatment for lots 2, 3 and 4. The application was approved at the 11/24/24 Board Meeting and the permit was issued 11/25/2024. The applicant has submitted updated plans that now include stormwater treatment for non-drivable surfaces of Lot 1 and a portion of the reconstructed 143rd Avenue. Lot 1 discharges to MnDOT Right-of-Way and will need a separate District permit and to provide its own stormwater management for drivable impervious surface. The parcel drains toward Coon Creek. The relevant water resource concerns are stormwater management, erosion and sediment control, floodplain, and wetland buffers which correlate to District Rules 3, 4, 6, and 8.

Staff recommendation is to approve with zero (0) Conditions and three (3) Stipulations as outlined in the complete Permit Application Review Report dated May 21, 2025, and before the Board of Managers on May 27, 2025.

Conditions to be Met Before Permit Issuance: none

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field

location, rates, discharge location, schedule and quantities prior to construction.

3. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

12. Stone Arch Dental

The purpose of this project is the construction of a new commercial building, parking and associated stormwater treatment features located at 2321 124th Ct NE, Blaine, Minnesota.

The application proposes the construction of a new commercial building, parking areas, and associated stormwater treatment features. The project will disturb 1.4 acres and create 0.5 acres of new and regulated impervious. The site drains to County Ditch 41. The relevant water resource concerns are stormwater treatment and erosion and sediment control which are District Rules 3 and 4.

Staff recommendation is to approve with five (5) Conditions and four (4) Stipulations as outlined in the complete Permit Application Review Report dated May 21, 2025, and before the Board of Managers on May 27, 2025.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,700.00.

Rule 3.0 – Stormwater Management

2. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.
3. The 100-yr HWL for the infiltration basin listed on the grading plan is inconsistent with the HydroCAD model. Please update.

Rule 4.0 – Soils and Erosion Control

4. Update the erosion control plan to stabilize soils within 7 days of inactivity.
5. After initial grading, completely surround the infiltration basin with perimeter control to prevent compaction during construction.

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

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of a post construction infiltration test on the Infiltration Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
4. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

Board Member Lund moved to approve the Consent Agenda Items. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

POLICY ITEMS

7. Receive 2024 Audit and Annual Financial Report

Jon Janke, Director of Operations, provided an overview of the District's 2024 Audit Report confirming the State Auditor's unqualified opinion that the District's financial transactions in 2024 provide a clear and accurate record of financial activity.

Board Member Lind moved to Receive the 2024 Audit and Annual Financial Report. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

8. Adopt District Personnel Guidance Manual

Mr. Janke introduced the District Personnel Guidance Manual as presented, noting there were no significant changes made to the draft from the last Managers' Meeting review, and asking that any questions be directed to the

Administrative Services Coordinator, Corinne Elfelt. In response to Board Member McCullough, Mr. Janke indicated the manual is available to the CCWD staff to view. Attorney Michelle Ulrich also noted she has reviewed the most recent draft and has no further comments.

Board Member Lund moved to Approve the District Personnel Guidance Manual with effective date May 27, 2025. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

PERMIT ITEMS

11. Elwell Farms

The purpose of this project is the construction of a 107 single-family home development with associated stormwater treatment and utilities located at the SE corner of Ham Lake, 4629 – 137th Lane NE, Ham Lake, Minnesota.

Erin Margl, Watershed Development Coordinator, reviewed the permit application review report with the Board. The application proposes the development of 107 single-family homes with associated roads, utilities and stormwater management features. The project will disturb 230 acres and create 31 acres of new and regulated impervious surface. The area drains to County Ditch 44-7. The relevant water resource concerns are stormwater management, erosion and sediment control, wetlands, floodplain, drainage, and buffers. These correspond to District Rules 3, 4, 5, 6, 7 and 8.

Staff recommendation is to approve with five (5) Conditions and five (5) Stipulations as outlined in the complete Permit Application Review Report dated May 21, 2025, and before the Board of Managers on May 27, 2025.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$117,000.00.

Rule 3.0 – Stormwater Management

2. Include a storm sewer plan that includes labels for all storm structures and pipes in the plan set. It is understood that this will be included in the final construction plan set.

Rule 4.0 – Soils and Erosion Control

3. Update the SWPPP to stabilize soils and soil stockpiles within 24 hours of inactivity.

Rule 5.0 – Wetlands

4. Submittal of Wetland Bank Credit Withdrawal Verification

Rule 8.0 – Buffers

5. Provide wetland buffer monument detail.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.
3. Submittal of as-built (invert, pipe material, pipe size) for culvert installations within County Ditch 44-7 at 138th Ave and 137th Lane.
4. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
5. Submittal of grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.

DISCUSSION ITEMS

13.Board Tour (ABM)

The Board discussed the upcoming Board Tour, suggesting a proposed tour date of Monday June 16, 2025, at 2:30pm. Corinne Elfelt advised that a mid-size bus will be reserved this week, and snacks will be provided during the tour instead of a full meal. Mr. Janke will discuss with CCWD staff who would like to join the tour and develop an itinerary of proposed sites. An invitation will also be sent to the Citizen Advisory Committee (CAC) members.

Board Member Lund moved to Approve the Board Tour on June 16, 2025. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

14.2026 Capital Equipment Discussion

Mr. Janke, presented the preliminary 2026 Capital Equipment Budget report, highlighting the Districts vehicle fleet, software updates and building maintenance budget categories. Mr. Janke and Ms. Elfelt responded to managers' questions regarding fleet status, number and condition of current vehicles.

Board Member Campbell moved to Receive the Report for the 2026 Capital Equipment Discussion. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

15. 2026 Operating Costs

Mr. Janke provided an overview of the preliminary 2025 Operating Expense budget. Regarding phone hardware operating costs Ms. Elfelt explained that the District is on a Verizon government plan that provides the District a significant discount.

Board Member Lund moved to receive the 2026 Operating Expense Budget report. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

INFORMATIONAL ITEMS

16. Open Meeting Law

Mr. Janke summarized a recent amendment to the Open Meeting Law, effective July 1, 2025 regarding Board members' ability to meet remotely.

Under the amended statutory provision:

- 1) One Member must be physically present at the meeting
- 2) Any Member attending via Zoom will need to have the camera on as to be seen by the public

- 3) Members can now attend via Zoom from their home and do not need to be in a public place
- 4) When Board Members attend the meeting virtually, all votes will be conducted by roll call

17. News article: Environmental fun to be had in Fridley

The Board considered a recent newspaper article featuring District Engagement Coordinator Jessica Lindmeyer's presentation at the annual Environmental Fun Fair on May 17th in Fridley. It was reported that Ms. Lindmeyer's community engagement presentation was well-received.

Board Members Campbell and Lind also commended Ms. Lindmeyer on her outreach efforts in their local community events.

ADJOURNMENT

Board Member Campbell moved to adjourn at 6:21pm. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

President