

BOARD MEETING AGENDA

Board Room
Coon Creek Watershed District Offices
Monday, May 13, 2024
5:30 p.m.

Board of Managers:

Jim Hafner, President; Erin Lind, Vice President; Jason Lund, Secretary; Mary Campbell, Treasurer; Dwight McCullough, Member at Large

Note: Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

- 1. Call to Order**
- 2. Approval of the Agenda** (*Additions/Corrections/Deletions*)
- 3. Announcements**
- 4. Open Mic/Public Comment**

*Members of the public at this time may address the Board, for **up to three minutes**, on a matter not on the Agenda. Individuals wishing to be heard must sign in with their name and address at the door. Additional comments may be accepted in writing. Board action or discussion should **not** be expected during the presentation of public comment/open mic. Board members may direct staff to research the matter further or take the matter under advisement for consideration at a future Board meeting.*

CONSENT ITEMS

The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of a Board member, staff member or a member of the audience.

- 5. Approval of Minutes of April 22, 2024**
- 6. Administrators Report**
- 7. Advisory Committee Report**
- 8. Approval of Bills for Payment**

POLICY ITEMS

- 9. Review Administrator's Performance & Contract**

PERMIT ITEMS

- 10. Crosstown Blvd Trail**
- 11. MnDOT Pond Dredging**
- 12. Swedish Chapel Estates**

DISCUSSION ITEMS

- 13. 2025 Revenue Outlook**
- 14. 2025 Budget: Draft/Estimated Salaries & Benefits**
- 15. 2025 Budget: Estimated Professional Services**

INFORMATIONAL ITEMS

- 16. Star Tribune - Blaine reveals plans for National Sports Center (NSC) new district**
- 17. Star Tribune - Northtown Mall update - Metro area's second Asia Mall to open in 2025**
- 18. Article -TMDL progress/lack in Chesapeake Bay**

ADJOURN

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, April 22, 2024, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

Board Members Present: Erin Lind, Jason Lund, Dwight McCullough, & Mary Campbell

Board Members Absent: Jim Hafner

Staff Present: Tim Kelly, Bobbie Law, Erin Margl, & Michelle Ulrich

Staff Present via Zoom: Jon Janke & Dawn Doering

2. Approval of the Agenda

Board Member McCullough moved to amend the agenda, moving Permit Item 8 to the Consent Agenda. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

Board Member Lund moved to approve the amended agenda. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

3. Announcements

No Announcements were made.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of April 9, 2024

6. Approval of Bills:

Claims totaling \$299,333.78 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0004--CITY OF HAM LAKE	20,000.00
V0015--ANOKA COUNTY MN	210,252.04
V0027--CITY OF FRIDLEY	40,000.00
V0068--PLM LAKE AND LAND MGT CORP	375.00
V0102--US GEOLOGICAL SURVEY	9,600.00
V0110--RESPEC COMPANY LLC	1,912.50
V0110--RESPEC COMPANY LLC	8,265.00
V0242--METRO I NET	5,398.00
V0247--POOP 911 OF MPLS STP LLC	731.40
V0270--MENARD INC	2,799.84
Grand total	299,333.78

The following Permit Item was moved to the Consent Agenda.

8. Coon Rapids Street Reconstruction Project 24-1

The purpose of this project, located in the Coon Rapids Woodcrest development, is to reconstruct pavement and add 6-foot-wide sidewalks. The staff recommendation was to approve permit application number P-24-008 with 1 condition and 2 stipulations as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 4.0 – Soils and Erosion Control

1. Update the erosion and sediment control plan to include a note that soils and soil stockpiles will be stabilized within 24 hours of inactivity.

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. 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.
2. 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.

Board Member McCullough moved to approve the Consent Agenda Items. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

POLICY ITEMS

7. 2023 Annual Report

Administrator Kelly described the annual report's connection to the 10-year comprehensive management plan goals. He highlighted the District's statutory requirements to report on an annual basis. He recommended the adoption of the report in order to submit the report to the state of Minnesota.

Board Member Campbell moved to approve the 2023 annual report as presented. Board Member Lund seconded. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

PERMIT ITEMS

Item moved to consent agenda.

DISCUSSION ITEMS

9. 2025 Economic Forecast & Revenue Estimates

Mr. Kelly discussed multiple factors affecting the forecast for 2025 with an emphasis on the TMDL and water quality requirement goals. Noting that the District is a “working District”. He stated that the economic outlook is positive for the District.

Managers discussed water quality goals for the future and associated costs.

Managers discussed to whom the 2025 economic forecast and budget would be presented. Mr. Kelly noted that some local cities had requested a presentation although the County had not.

Board Member Campbell moved to receive the report. Seconded by Board Member Lund. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

10. Draft 2025 Budget Assumptions

Mr. Kelly walked the Board through the budgeting process and timeline. He noted that the information included in the April 22nd packet would start a summer-long budgeting process for the coming year.

Managers discussed recommended grammar and typo edits to the assumptions write-up.

Board Member Lund made a motion to adopt the 2025 budget assumptions. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

11. 2024 District Tour (ABM)

Mr. Kelly confirmed the preference of the Board regarding the time and date for a summer tour of the District.

The Board recommended scheduling an additional Board meeting on the 17th of June. The Board will have their regular Board meeting at noon on the 17th and the tour will follow around 12:30-1:00 PM.

12. Coon Creek Watershed District’s 65th Anniversary (ABM)

Mr. Kelly announced the District’s upcoming 65th anniversary to be celebrated on May 28th. Ms. Doering suggested the Board invite local partners like city council members or county commissioners to the regularly scheduled Board meeting and/or have cake

available at the meeting. Mr. Kelly suggested a plaque. The Board's recommendation to staff is that they come to the May 13th regular Board meeting with a plan for the event and present it to the Board for approval at that time.

INFORMATIONAL ITEMS

13. Northdale Shopping Mall Alternative Urban Areawide Review (AUAR)

Mr. Kelly outlined the (AUAR), describing it as a collection of facts and figures. He also noted that the document has been fully reviewed by district staff. Comments, additions, and recommendations from District staff to the City of Blaine are to be submitted.

Managers discussed the purpose of the study. Mr. Kelly described the goal of re-use and land use on the site as being the question and reason for the study. He also highlighted the opportunity for water quality improvements to be incorporated during a possible redevelopment of the area.

14. Creek x Highway Crossing Signage

Ms. Doering provided an overview of the District's signage project to increase awareness of local creeks within the watershed district and CCWD's association with them. Ms. Doering advised that the District will begin manufacturing the signs for County installation throughout the summer. There will be 48 signs installed by the fall of 2024.

15. Legislative Update (ABM)

Mr. Kelly spoke to the current legislature including the omnibus bill regarding the Wetland Conservation Act. The final version extends regulator jurisdiction to deep water wetland habitats. Draining and filling definitions have been amended. Managers discussed issues with legislative transparency.

16. New item – MPCA to take the pulse of the Mississippi River, from the headwaters to the Iowa border

Mr. Kelly gave an outline of the article that highlights a future study to be conducted by the Minnesota Pollution Control Agency on the Mississippi River. This is a receiving water of the District.

ADJOURN

Board Member Lund moved to adjourn at 6:45 p.m. Seconded by Board Member Lind. The motion carried with 4 yeas (Board Members Lind, Lund, Campbell, and McCullough) and no nays.

President

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: May 13, 2024
AGENDA NUMBER: 6
ITEM: Administrator's Report

AGENDA: Consent

REQUESTED ACTION:

Receive report.

ADMINISTRATOR'S EVALUATION

Upcoming Board Considerations

- Public Hearing on Comprehensive Plan and Comments
- Permit Review Fee structure and amounts.

District Capacity and Capability

The District possesses the required resources and is mostly trained to undertake most of its legislative mission for which it is organized or designed.

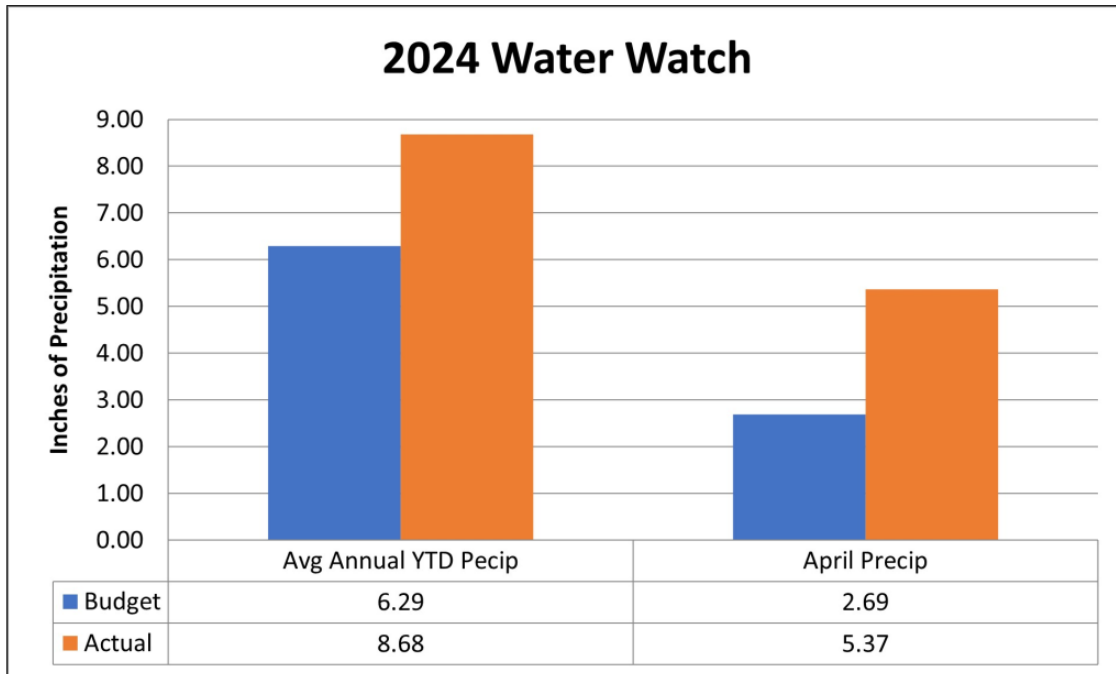
The District can accomplish most required tasks to standard under most conditions.

OPERATING ENVIRONMENT

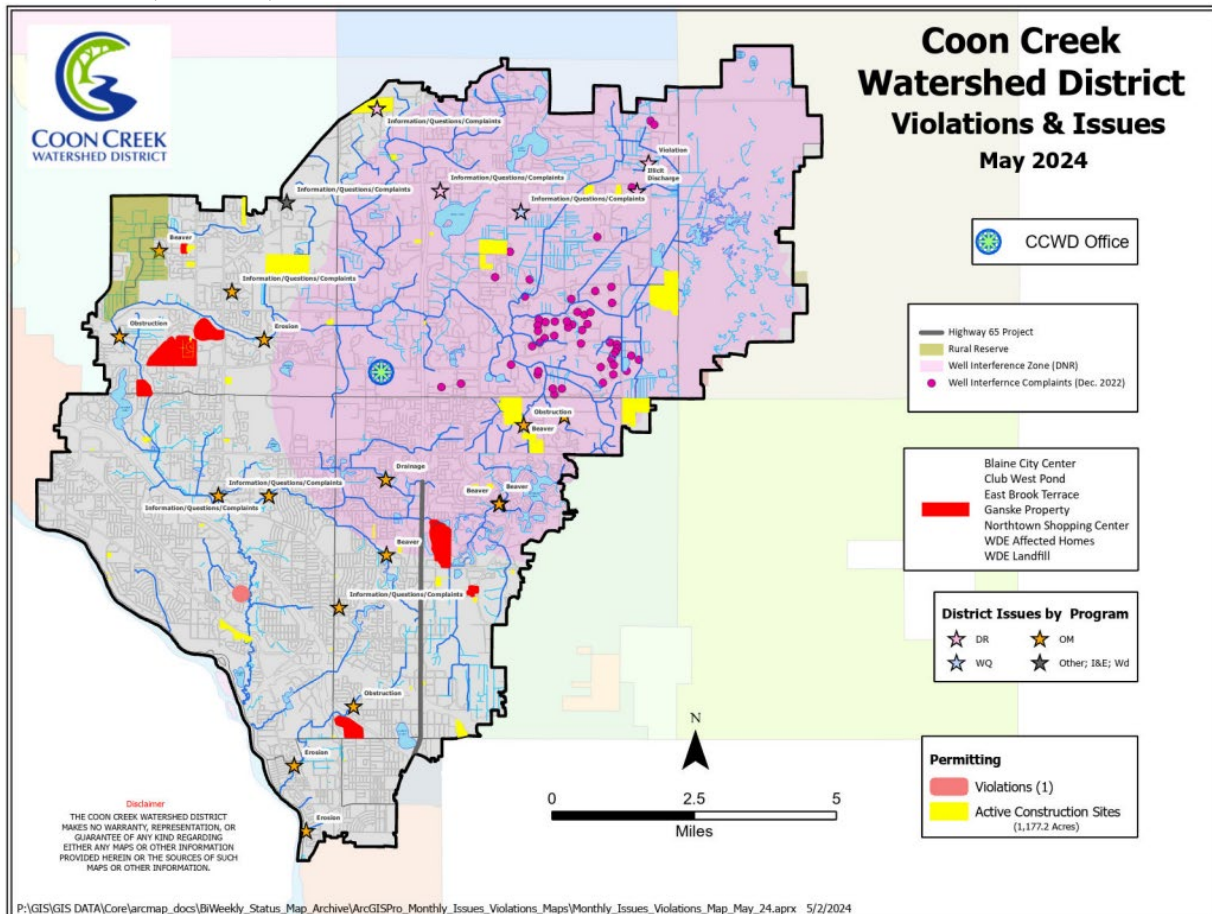
The District averaged 5.37 Inches of precipitation in the month of April. That leaves the District 2.68 inches or 99% above for the month and 2.39" or 38% above for the year.

According to the latest US Drought Monitor release (April 23rd), The District is no longer in agronomic drought.

Water level and discharge in streams and ditches trended upward throughout the month of April and are on the high end of normal. Discharge at the outlet of Coon Creek went from 70 CFS to 160 CFS in that time. Lakes, ponds, and wetlands have rebounded to a normal water level.



Problems, Issues, and Concerns



Legislature: convened February 12. Minnesota Watersheds Legislative Priorities are:

Legislation Tracked by Staff

File Numb	Title	Status
HF4658	Granting ACD Taxing Authority	Tabled in House Tax Committee: Property Tax Subdivision
SF3782/HF3582	Capital Project Replacement Accounts	Remains in Capital Investment Committee
HF 2354/ SF2679	Drainage Registry	Referred to Environment and Natural Resources Finance and Policy
HF3565Hollins/ SF3954Putman.	Support Limited Liability Protections to Certified Commercial Salt Applicators	Defeated
SF3684	Prohibiting unproductive conservation lands from becoming benefitted property under state drainage laws	Referred to Environment, Climate, and Legacy
HF3584Lee/ SF3784Pappas. D	Debt capacity reporting by political subdivisions is required	Capital Investment Committee
HF3385Pursell/ SF3558 Kunesh. A	Minnesota Department of Natural Resources (DNR) Regulatory Authority over Public Drainage Maintenance and Repairs	Legislation was not included in the Environment Policy Omnibus bill.

State Agencies:

Rule	Status
MN Plumbing Board and Stormwater Surcharge	Temporarily tabled
MPCA	Mentioned at MCSC annual meeting that it does not expect PFAS to be part of next NPDES permit update.

Planning Effort	Status
Met Council's Imagine 2050- Water Policy Plan	Starting with workshops needing registration, same info at all workshops. Surface water is included with drinking and wastewater: <ul style="list-style-type: none"> Tuesday, May 7, 9:00 to 11:00 a.m. Chanhassen Recreation Center, 2310 Coulter Blvd.

	<ul style="list-style-type: none"> • Thursday, May 16, 1:00 to 3:00 p.m. Shoreview Community Center, 4580 Victoria St. N. • Thursday, May 30 from 1:00 to 2:30 p.m. virtual via Microsoft Teams
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Planning Effort	Status
Minnesota Counties Storm Water Coalition	

Collaborator Actions

Collaborator	Description
Anoka Conservation District	The bill granting the ACD taxing authority was tabled in committee and is dead for the session. Deployed water level monitoring equipment per contract including long term wetland monitoring sites. Engaged Blaine-Ham Lake Rotary in service project at Pioneer Park. Provided draft 2023 Water Almanac.
Anoka Highway Department	Started spring street sweeping. County employees did Earth Day trash clean ups on Miss River in Coon Rapids.
Andover	Started spring street sweeping. Published IDDE newsletter article. Coordinating 2 Coon Creek shoreline erosion repairs (adjacent to city trail; security fence adjacent WDE site)
Blaine	Started spring street sweeping. Published 2040 Comp Plan on website referencing CCWD new rules and collaboration intent. Held multiple Earth Day cleanup events. Published Wetlands awareness & IDDE newsletter articles. Maintained stormwater pond buffers. Removed excess brush along Ditch 60 banks at Jefferson. Maintained Pleasure Creek North stormwater filter. Provided resident communication about high water and Beaver on Ditch 59-7 & collaborating with CCWD on this issue.
Columbus	Hosted very successful HHW collection event (CECs pollution prevention).
Coon Rapids	Started spring street sweeping.

	<p>Held Earth Day cleanup event on Coon Creek (Lions Park). Did vegetation management at Lower and Middle Sand Creek restorations. Maintained Woodcrest and Epiphany Creek stormwater filters. Worked with BNSF RR to cleanup eroded sediment from railroad side slope washout adjacent to Coon Creek. At GreenStep Cities Level 5 showing improvement, minimally, in Stormwater measures.</p>
Fridley	<p>Started spring street sweeping. Deployed monitoring equipment at Oak Glen Creek Filter. Hosted CCWD presentation at EQEC meeting. Oak Glen Creek upslope erosion coordination. Springbrook Creek shoreline retaining wall maintenance. Achieved GreenStep Cities Level 5 showing improvement, minimally, in Stormwater assessment.</p>
Ham Lake	<p>Started spring street sweeping. Published IDDE & Lawncare BMPs articles.</p>
Spring Lake Park	<p>Started spring street sweeping. Published IDDE, Lawncare BMPs & Don't Feed Waterfowl newsletter articles.</p>

Other:

Crooked Lake Area Association	Coordinated fluoridone treatment (spring bump dose) for invasive Hybrid Eurasian Milfoil.
Minnesota City Storm Water Coalition (MCSC)	<p>Annual meeting Considerable concern over additional Administrative burden and cost of storm water and PFAS Will be reaching out to EPA directly</p>

STAFF ACTIVITIES

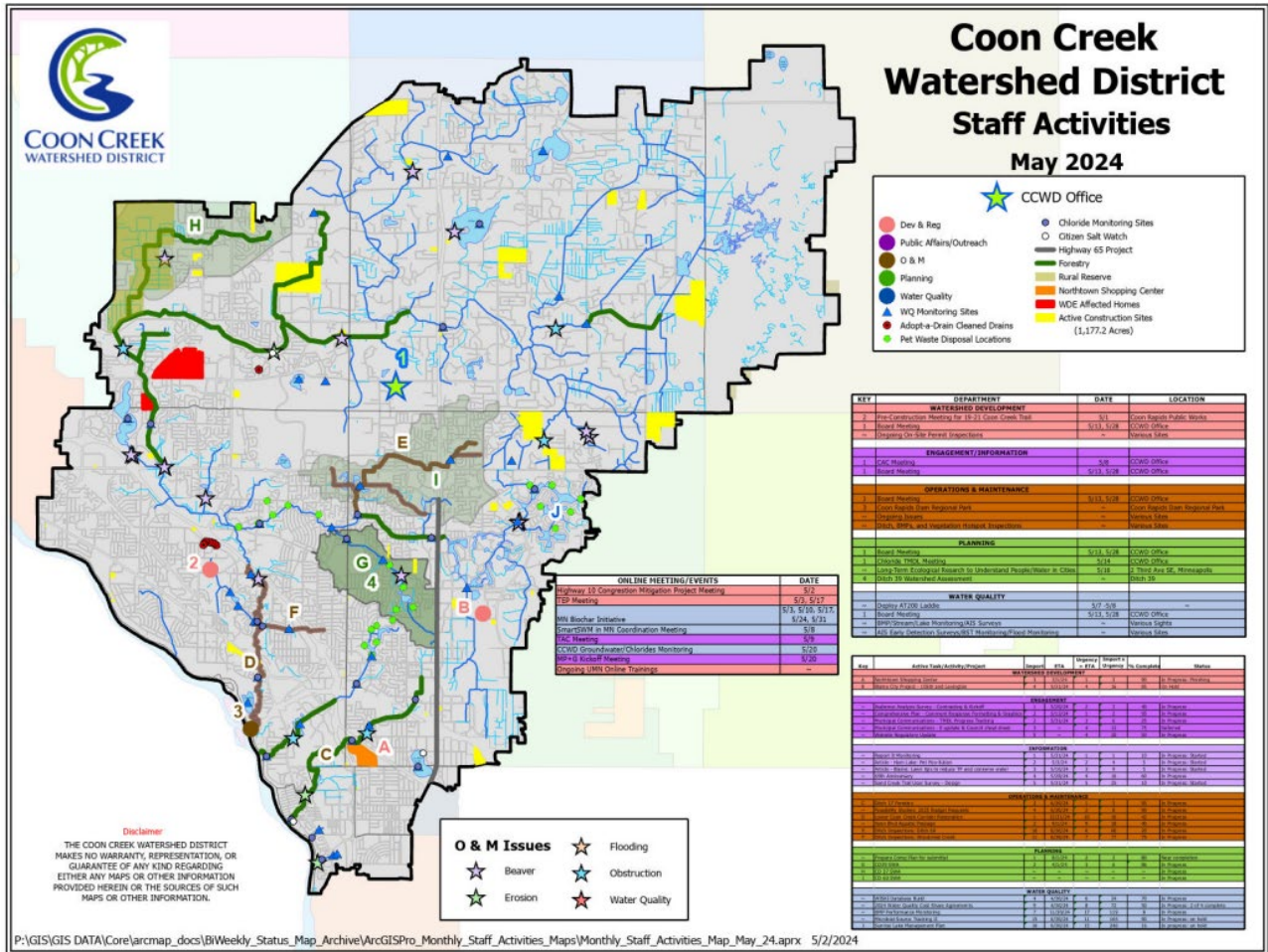
Special Projects

Anoka County Transition:

Payroll/HR Replacement: Initial meeting occurred Tuesday May 7.

Comp Plan Review:

- Reviewing and preparing responses to comments.



MANAGEMENT DISPOSITION

Equipment and Facilities:

All equipment is in good working condition.

Staffing:

- Health: The overall staff's health is good.
- Personnel Manual: The rewrite of the personnel manual has started as prep for the major revisions coming in 2025 following complete separation from the County.
- Staff Availability:
 - Over the month of May, the District staffing will be at 92%
 - The staff member on FMLA returned to work May 6.
- Vacancies/New Hires
 - No vacancies.

- Second student worker. Emma started May 6.

Sustaining Effort:

- **Succession Planning:** Development of the Succession Plan continues as a working document in progress.

Financial Position:

As of Date:	04/30/2024				
	Year Ending	Year To Date			
	12/31/2024	04/30/2024			
	<i>CCWD 2024 Budget</i>	<i>CCWD 2024 Budget YTD</i>	<i>Actual Expenses YTD</i>	<i>Variance YTD</i>	
Revenue					
Property Taxes	4,965,765.00	1,655,256.00	0.00	1,655,256.00	-100%
Fees & Charges	298,423.00	99,476.00	52,908.19	46,567.81	-47%
Grants	314,539.00	104,848.00	222,500.00	(117,652.00)	112%
Other Revenue	28,042.00	9,348.00	47,762.71	(38,414.71)	411%
Total Revenue	5,606,769.00	1,868,928.00	323,170.90	1,545,757.10	-83%
Expense					
Salaries & Benefits	1,981,605.00	660,540.00	495,208.44	165,331.56	-25%
Professional Services	1,515,000.00	505,008.00	231,297.08	273,710.92	-54%
Operating Expenses	1,294,651.00	431,556.00	291,425.69	140,130.31	-32%
Program Expense	2,810,642.00	936,892.00	355,561.93	581,330.07	-62%
Capitalized Expenses	166,708.00	55,572.00	35,567.32	20,004.68	-36%
Total Expense	7,768,606.00	2,589,568.00	1,409,060.46	1,180,507.54	-46%
Coon Creek Watershed District					
Cash Balance					
As of Date:	04/30/2024				
	Escrow Fund	General Fund	All Funds		
	Month Ending	Month Ending	Month Ending		
	04/30/2024	04/30/2024	04/30/2024		
Cash and Cash Equivalents					
Cash	1,966,623.62	(2,615,840.60)	(649,216.98)		
Petty Cash	0.00	250.00	250.00		
Investment Account	2,870.00	3,560,899.69	3,563,769.69		
Total Cash and Cash Equivalents	1,969,493.62	945,309.09	2,914,802.71		

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: May 13, 2024
AGENDA NUMBER: 7
ITEM: Advisory Committees Report

AGENDA: Policy Discussion Information

ACTION REQUESTED

Receive Report

BACKGROUND

The Citizen Advisory Committee (CAC) met in a hybrid format on April 10th. The Technical Advisory Committee (TAC) met in a hybrid format on April 11th.

- The next CAC meeting scheduled: May 8th at 4:30 pm hybrid with Zoom.
- The next TAC meeting scheduled: May 9th at 8:30 am hybrid with Zoom.

ISSUES/CONCERNS

Citizen Advisory Committee (CAC)

Most CAC members were present in person at the CCWD office except Mr. MacPherson who attended the meeting virtually. CCWD staff members, Jessica Lindemyer and Justine Dauphinais were also in attendance. CAC member Paddy Jones was absent. The meeting was chaired by CAC Member Jim Lindahl.

1. **Open Forum:** No discussion items.
2. **District Update:** Jessica summarized a variety of updates including sponsorship of the 2024 Salt Symposium and the upcoming Board Tour.
3. **Creek Signage:** Jessica explained that the 2024 budget has dollars set aside for the installation of creek signage throughout the district. The signs will be paid for by the CCWD. Anoka County Highways will fabricate and install them. There was general discussion regarding the potential design options. The committee agreed that the design using two rows of text, with a separate sign for the logo would have the most utility and be the most visually impactful.
4. **Staff Spotlight:** Water Quality Coordinator, Justine Dauphinais, introduced herself to the Committee and provided a general overview of her work including a summary of grant funding, dollars awarded to date, current grant opportunities, and potential future trends. The Committee commended Justine on the work that she has done to bring in grant dollars.

Justine then provided a high-level overview of the District's Street Sweeping Study including key findings and recommendations.

Technical Advisory Committee (TAC)

About half of the TAC members were present; absent were Anoka County Highways, Columbus, Board of Water & Soil Resources, and Spring Lake Park.

1. Management Situation

Jon Janke provided the TAC with a brief update on recent weather and hydrology.

2. Briefs

- Legislative Updates

Tim Kelly provided a brief update on relevant legislation, including bill HF3550. Chris Lord provided an update on ACD's funding bill.

- Budgets

Tim Kelly asked for budget updates, particularly related to stormwater. All members confirmed that they are still very early in the process, most are currently tackling the topic of staffing at this time.

- FEMA Community Assistance Visits

Jon Janke gave an update on the FEMA Community Assistance Visits which audit local community flood programs, evaluating current programming and providing technical assistance to bring communities up to standard.

- Long-Eared Bat Update

Jon Janke noted that the long-eared bat is now federally listed as an endangered species. Since their original listing as a threatened species in 2015, tree removal has been limited between March and November. Now that they have been elevated to an endangered species, any projects using federal dollars or requiring federal permits may require an environmental review in relation to the long-eared bat.

- Recent City Activities

Tim Kelly informed the Committee that Engagement Coordinator, Jessica Lindemyer, will be connecting with all members of the TAC to review and discuss current and upcoming projects related to the TMDL. The goal will be to get an idea of the collective progress being made toward the TMDL and developing a standard reporting framework that is efficient and practical.

- Stream Signs

Tim Kelly noted that the District is working with Anoka County Highways to develop and install signage at creek crossings along major roadways throughout the watershed district.

- Street Sweeping Study

Justine Dauphinais presented the methods and findings of the District street sweeping study, noting that the full report will be sent out to all TAC members later in the day. Justine noted that the District would be happy to give a more tailored version of this presentation to any staff, councils, or committees interested in learning more about improving their street sweeping program.

RECOMMENDATION

Receive Report

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 13, 2024
AGENDA NUMBER: 8
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
 Approve bills.

BACKGROUND

Claims totaling \$179,937.10 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0002--DOERING, DAWN R	26.70
V0008--US BANK	13,826.61
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0015--ANOKA COUNTY MN	1,000.00
V0025--CITY OF BLAINE	3,800.00
V0026--CITY OF COON RAPIDS	52,000.00
V0026--CITY OF COON RAPIDS	2,350.00
V0026--CITY OF COON RAPIDS	4,040.00
V0030--CONNEXUS ENERGY	238.00
V0045--HANS HAGEN HOMES INC	6,250.00
V0052--LOFFLER COMPANIES INC	202.52
V0054--MICHELLE J ULRICH PA	4,460.75
V0090--CENTERPOINT ENERGY-UTILITY	222.23
V0110--RESPEC COMPANY LLC	1,170.00
V0112--ELFELT, CORINNE K	148.39
V0138--RMB ENVIRONMENTAL LABORATORIES INC	216.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	501.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0195--STANTEC CONSULTING SERVICES INC	16,021.59
V0195--STANTEC CONSULTING SERVICES INC	6,216.75
V0195--STANTEC CONSULTING SERVICES INC	10,266.00
V0195--STANTEC CONSULTING SERVICES INC	21,383.15
V0195--STANTEC CONSULTING SERVICES INC	1,470.00
V0221--ABDO LLP	3,327.50
V0242--METRO I NET	5,398.00
V0276--ULINE	-394.65
V0276--ULINE	1,945.06
V0287--TONY WOLTERS	178.50
V0288--NORHART	4,956.25
V0289--BOSER CONSTRUCTION INC	2,716.55
V0290--BOULDER CONTRACTING INC	3,148.75
V0291--Stone Construction Inc.	294.00
V0292--Master Machine Inc.	3,100.00
V0293--Little North Fork LLC	3,211.25
V0294--Landform Professional Services LLC	1,528.55
V0295--Allina Health System	1,373.40
V0296--FRESHWATER SCIENTIFIC SERVICES	1,650.00
Grand total	179,937.10

Item 8: Bills to be Paid Page 2 of 3

Company name:	Coon Creek Watershed District	Created on:	5/9/2024								
Vendor name:	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo		
0524CCWD	A1 FLOOR AND CARPET CARE INC	0524CCWD	4/30/2024	General Fund	Administration	61105		1,076.25	MAY2024 CLEANING SERVICE	1,076.25	
Sum for 0524CCWD								1,076.25			
10982621-0424	CENTERPOINT ENERGY UTILITY	10982621-0424	4/17/2024	General Fund	Administration	62225		222.23	ACCT 10982621-4 CCVD APR2024	222.23	
Sum for 10982621-0424								222.23			
177184816	ULINE	177184816	4/22/2024	General Fund	Administration	61101		1,945.06	CUST 16490087 UJDN 1ADJDESK & CABINET	1,945.06	
Sum for 177184816								1,945.06			
1878	METRO NET	1878	5/1/2024	General Fund	Administration	63066		5,398.00	MTHLYTV SERVICES MAY24	5,398.00	
Sum for 1878								5,398.00			
2024-034	FRESH WATERS SCIENTIFIC SERVICES	2024-034	4/30/2024	General Fund	Water Quality	61549	PROJ24-523	1,650.00	24 POND MAPPING & ANALYSIS CCWD	1,650.00	
Sum for 2024-034								1,650.00			
2224911	STANTEC CONSULTING SERVICES INC	2224911	4/26/2024	General Fund	Watershed Development	63246		16,021.59	PROJ27706623 PERMIT PROG 4/24	16,021.59	
Sum for 2224911								16,021.59			
2224912	STANTEC CONSULTING SERVICES INC	2224912	4/26/2024	General Fund	Administration	63246		1,036.50	PROJ27706627 GENL ENGR4/24	1,036.50	
	STANTEC CONSULTING SERVICES INC	2224912	4/26/2024	General Fund	Planning	63246	PROJ24-310	1,764.00	PROJ27706627 MODEL IMPVMMNT 4/24	1,764.00	
	STANTEC CONSULTING SERVICES INC	2224912	4/26/2024	General Fund	Planning	63246	PROJ24-302	280.00	PROJ27706627 CD39 BWA4/24	280.00	
	STANTEC CONSULTING SERVICES INC	2224912	4/26/2024	General Fund	Planning	63246	PROJ24-311	2,296.25	PROJ27706627 ACOPH 12/4/24	2,296.25	
Sum for 2224912								6,216.75			
2224913	STANTEC CONSULTING SERVICES INC	2224913	4/26/2024	General Fund	Water Quality	63246	PROJ24-516	420.00	PROJ27706629 LCCOR4/24	420.00	
	STANTEC CONSULTING SERVICES INC	2224913	4/26/2024	General Fund	Administration	63246		662.50	PROJ27706629 GENL ENGR4/24	662.50	
	STANTEC CONSULTING SERVICES INC	2224913	4/26/2024	General Fund	Water Quality	63246	PROJ24-524	8,497.50	PROJ27706629 RSH PSC GEN ENR 4/24	8,497.50	
Sum for 2224913								10,280.00			
2224914	STANTEC CONSULTING SERVICES INC	2224914	4/26/2024	General Fund	Administration	63246		2,985.55	PROJ27706630 GENL ENGR4/24	2,985.55	
	STANTEC CONSULTING SERVICES INC	2224914	4/26/2024	General Fund	Operations & Maintenance	63246	PROJ24-419	2,562.50	PROJ27706630 BANK REPAIR TAB 4/24	2,562.50	
	STANTEC CONSULTING SERVICES INC	2224914	4/26/2024	General Fund	Operations & Maintenance	63246	PROJ24-415	13,875.10	PROJ27706630 OM4/24	13,875.10	
	STANTEC CONSULTING SERVICES INC	2224914	4/26/2024	General Fund	Planning	63246	PROJ24-311	894.00	PROJ27706630 RSH PSC GEN ENR 4/24	894.00	
	STANTEC CONSULTING SERVICES INC	2224914	4/26/2024	General Fund	Operations & Maintenance	63246	PROJ24-415	1,126.00	PROJ27706630 OM4/24	1,126.00	
Sum for 2224914								21,383.15			
2225469	STANTEC CONSULTING SERVICES INC	2225469	4/29/2024	General Fund	Watershed Development	63246		1,470.00	PROJ27706624 WCA4/24	1,470.00	
Sum for 2225469								1,470.00			
24NEARMAP	ANDAKA COUNTY MN	24NEARMAP	4/24/2024	General Fund	Operations & Maintenance	61575		1,000.00	CCWD 24 NEARMAP AERIAL IMAGERY	1,000.00	
Sum for 24NEARMAP								1,000.00			
4683999	LOFFLER COMPANIES INC	4683999	5/1/2024	General Fund	Administration	62124		202.52	ACCT C016 CCWD APR24	202.52	
Sum for 4683999								202.52			
489178	ABDOLLP	489178	4/30/2024	General Fund	Administration	63052		3,327.50	CLIENT 90223FS APR24 FS SERVICES	3,327.50	
Sum for 489178								3,327.50			
828846-253758	CORNIUS ENERGY	828846-253758	4/25/2024	General Fund	Administration	62226		238.00	ACCT 828846-253758 CCWD APR24	238.00	
Sum for 828846-253758								238.00			
APR-24	MICHELLE JULRICH CPA	APR2024	5/1/2024	General Fund	Administration	63453		4,460.75	LEGAL APR24	4,460.75	
Sum for APR2024								4,460.75			
BO12507	RMB ENVIRONMENTAL LABORATORIES INC	BO12507	4/23/2024	General Fund	Water Quality	61549	PROJ24-515b	216.00	WOBO12507 MONITORING	216.00	
Sum for BO12507								216.00			
BO12508	RMB ENVIRONMENTAL LABORATORIES INC	BO12508	4/23/2024	General Fund	Water Quality	61549	PROJ24-515b	72.00	WOBO12508 MONITORING	72.00	
Sum for BO12508								72.00			
BO12509	RMB ENVIRONMENTAL LABORATORIES INC	BO12509	4/23/2024	General Fund	Water Quality	61549	PROJ24-515b	165.00	WOBO12509 MONITORING	165.00	
Sum for BO12509								165.00			
BO12571	RMB ENVIRONMENTAL LABORATORIES INC	BO12571	4/30/2024	General Fund	Water Quality	61549	PROJ24-515b	501.00	WOBO12571 MONITORING	501.00	
Sum for BO12571								501.00			
BO12624	RMB ENVIRONMENTAL LABORATORIES INC	BO12624	5/6/2024	General Fund	Water Quality	61549	PROJ24-515b	165.00	WOBO12624	165.00	
Sum for BO12624								165.00			
BO12625	RMB ENVIRONMENTAL LABORATORIES INC	BO12625	5/6/2024	General Fund	Water Quality	61549	PROJ24-515b	72.00	WOBO12625 MONITORING	72.00	
Sum for BO12625								72.00			
BO12626	RMB ENVIRONMENTAL LABORATORIES INC	BO12626	5/6/2024	General Fund	Water Quality	61549	PROJ24-515b	144.00	WOBO12626 MONITORING	144.00	
Sum for BO12626								144.00			
Charge payoffs - 428	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Public & Governmental Affairs	20020		5.69		5.69	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		15.19		15.19	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		17.28		17.28	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		21.19		21.19	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		22.79		22.79	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Watershed Development	20020		23.44		23.44	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Operations & Maintenance	20020		24.31		24.31	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Public & Governmental Affairs	20020		25.54		25.54	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Watershed Development	20020		28.29		28.29	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		34.48		34.48	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Operations & Maintenance	20020		38.94		38.94	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		37.12		37.12	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		37.21		37.21	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Watershed Development	20020		37.42		37.42	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		37.98		37.98	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		38.58		38.58	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		41.46		41.46	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		44.62		44.62	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		46.66		46.66	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		50.46		50.46	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Operations & Maintenance	20020		51.03		51.03	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		57.88		57.88	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		60.46		60.46	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		64.14		64.14	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		81.04		81.04	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		85.49		85.49	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		88.23		88.23	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		120.00		120.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		127.96		127.96	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Operations & Maintenance	20020		149.00		149.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		150.00		150.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		156.22		156.22	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		181.60		181.60	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		189.00		189.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		249.97		249.97	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		255.00		255.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		255.00		255.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		295.52		295.52	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		299.98		299.98	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		302.60		302.60	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Public & Governmental Affairs	20020		500.00		500.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		538.09		538.09	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		614.84		614.84	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Administration	20020		1,309.01		1,309.01	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		2,158.00		2,158.00	
	US BANK	Charge payoffs - 428	5/13/2024	General Fund	Water Quality	20020		4,875.00		4,875.00	
Sum for Charge payoffs - 428								15,826.61			
CRMEMO 173928295	ULINE	CRMEMO 173928295	2/1/2024	General Fund	Administration	61101		-394.65	CUST 1649008		

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: May 13, 2024
AGENDA NUMBER: 09
ITEM: Administrator Contract and Review

AGENDA: Discussion

ACTION REQUESTED

Discussion, decision on Administrator’s employment status and potential appointment of the President and Vice-President to a committee to review the Administrator’s performance.

PURPOSE & SCOPE OF ITEM

To review and discuss the employment contract of the District Administrator and to generally discuss employee performance.

BACKGROUND

The District has employed the current Administrator since January 8, 1990. A written employment agreement has governed the relationship between the Administrator and the District Board since his hiring.

The employment contract of the District Administrator has expired and needs to be updated. The agreement expired during the three-week break between Board meetings.

The contract was fully executed on May 9, 2016, and was in effect until May 8, 2020. At that time, a one time 4-year extension was exercised.

COORDINATION

The Administrative Services Coordinator made the District Administrator aware of this situation near the end of April, beginning of May.

District Administrator has had preliminary discussions with the District’s Attorney

FACTS

1. Employee has served the District since January 8, 1990
2. A written employment agreement has governed the relationship between the Administrator and the District Board since his hiring.
3. A second contract was fully executed on May 9, 2016, and was in effect until May 8, 2020
4. The 2016 contract contains the provision that a 4-year extension could occur unless canceled by either party via written notice at least 18 months before.
5. That extension expired on May 8, 2024.
6. Cancellation of the contract requires 18 months’ notice on the part of the Board or 45-day notice on the part of the employee.

ISSUES/CONCERNS

1. **Employment Agreement:** The employment agreement expired May 8. The existing contract is outdated on a number of different elements and requires updating and modernization.
2. **Performance Evaluation:** Section 4 of the contract notes that each year the President and Vice-President will conduct a review of the employee using mutually agreed upon criteria. That has occurred once in the past 8 years. The Administrator has never felt uncomfortable not being formally reviewed and has relied on the board meetings, personal contacts with Board members and the annual report, audit and budget for Board feedback and changing Board priorities and goals, and the Administrator's performance, and problems.

OPTIONS

1. Give the Administrator proper notice of the Board's intent not to renew the contract.
2. Extend the existing contract and order a new updated contract to be developed.

RECOMMENDATION

1. Act to extend the existing agreement by approving the contract extension.
2. Appoint the President and Vice-President to a committee to review the Administrator and the revised employment contract.

Permit Application Review Report
Date: 5/8/2024

Applicant/Landowner:

City of Andover
Attn: Jason Law
1685 Crosstown Blvd NW
Andover, MN 55304

Project Name: Crosstown Blvd Trail (Bluebird St to Xeon St)

Project PAN: P-24-017

Project Purpose: Trail construction and private culvert replacement

Project Location: South boulevard of Crosstown Blvd - Bluebird St to Xeon St., Crosstown Blvd NW between Bluebird St NW and Xeon St NW, Andover

Site Size: size of parcel - 2.0 acres; size of disturbed area - 1.5 acres; size of regulated impervious surface - 0

Applicable District Rule(s): Rule 2, Rule 4

Recommendation: Approve with 2 Conditions and 0 Stipulations

Description: The City of Andover has submitted the subject application for a project which proposes the construction of a new 8 ft walking trail along Crosstown Blvd from Bluebird St NW to Xeon St NW. The project will disturb 1.5 acres and create 0.57 acres of new impervious. The project area drains south toward Coon Creek. The relevant water resource issue with this project is erosion and sediment control, which correlates to District Rule 4. See attached Figure 1: Project Location and Figure 2: Site plan/Erosion & Sediment Control Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,750.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include a note to stabilize soils and soil stockpiles within 24 hours of inactivity.

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:

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Wetland Investigation	Anderson Engineering	09/19/2022	09/26/2022
SWPPP	City of Andover	undated	04/04/2024

Project Narrative	City of Andover	04/04/2024	04/04/2024
Construction Plans	City of Andover	04/02/2024	04/04/2024
Permit Application	City of Andover	04/04/2024	04/04/2024

Findings

Fees and Escrows (Rule 2.7):

The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$2,750.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (1.5 acres of land disturbance proposed).

Stormwater Management (Rule 3.0):

The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is a public linear project, but the sum of the new and fully reconstructed impervious surface is not equal to one or more acres. Stormwater Management standards do not apply.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more. The proposed project drains to Coon Creek. The soils affected by the project include Sartell and Lino which have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes inlet protection, perimeter control, hydromulch and street sweeping. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity. See attached Figure 2: Site Plan/Erosion & Sediment Control Plan.

Wetlands (Rule 5.0)

Wetlands exist on site, but no impacts are proposed. Wetlands were delineated under PAN W22-028. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 10/21/2022. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

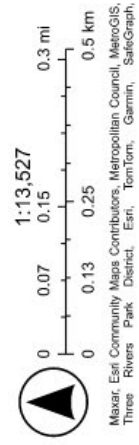
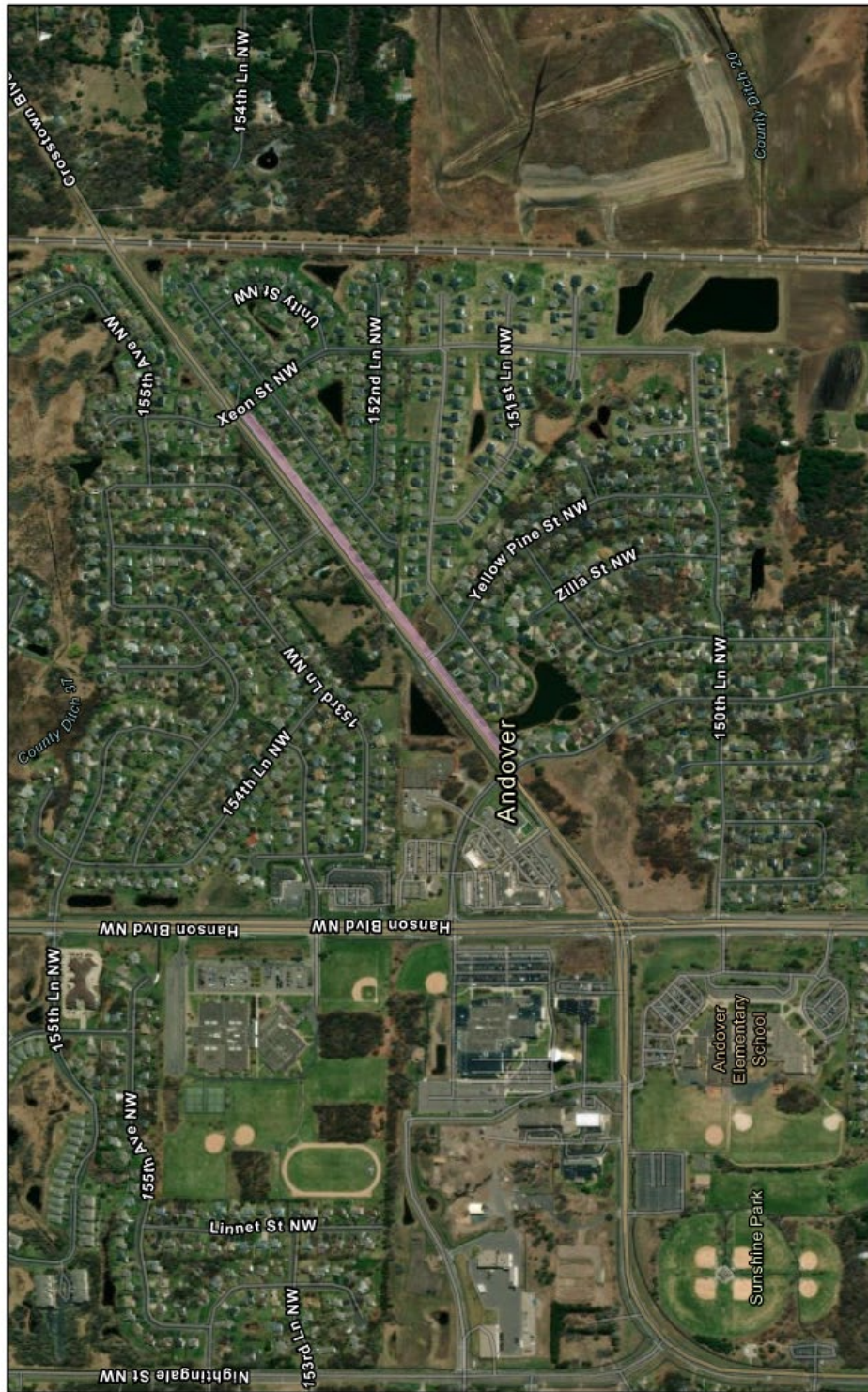
Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variations (Rule 10.2)

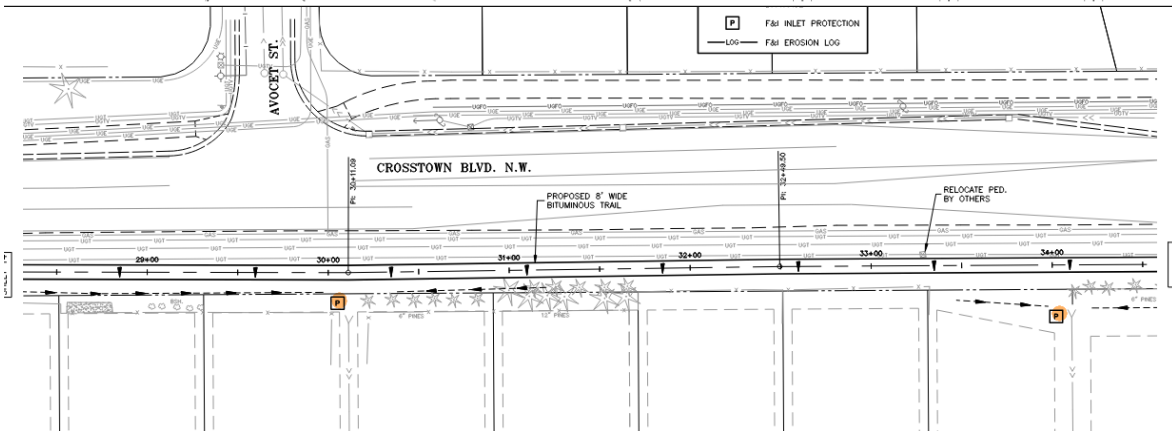
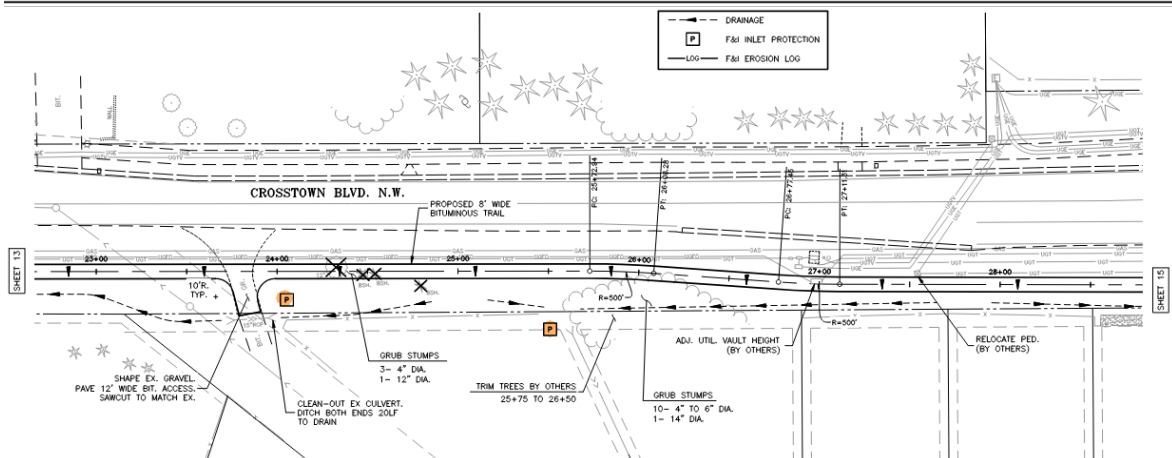
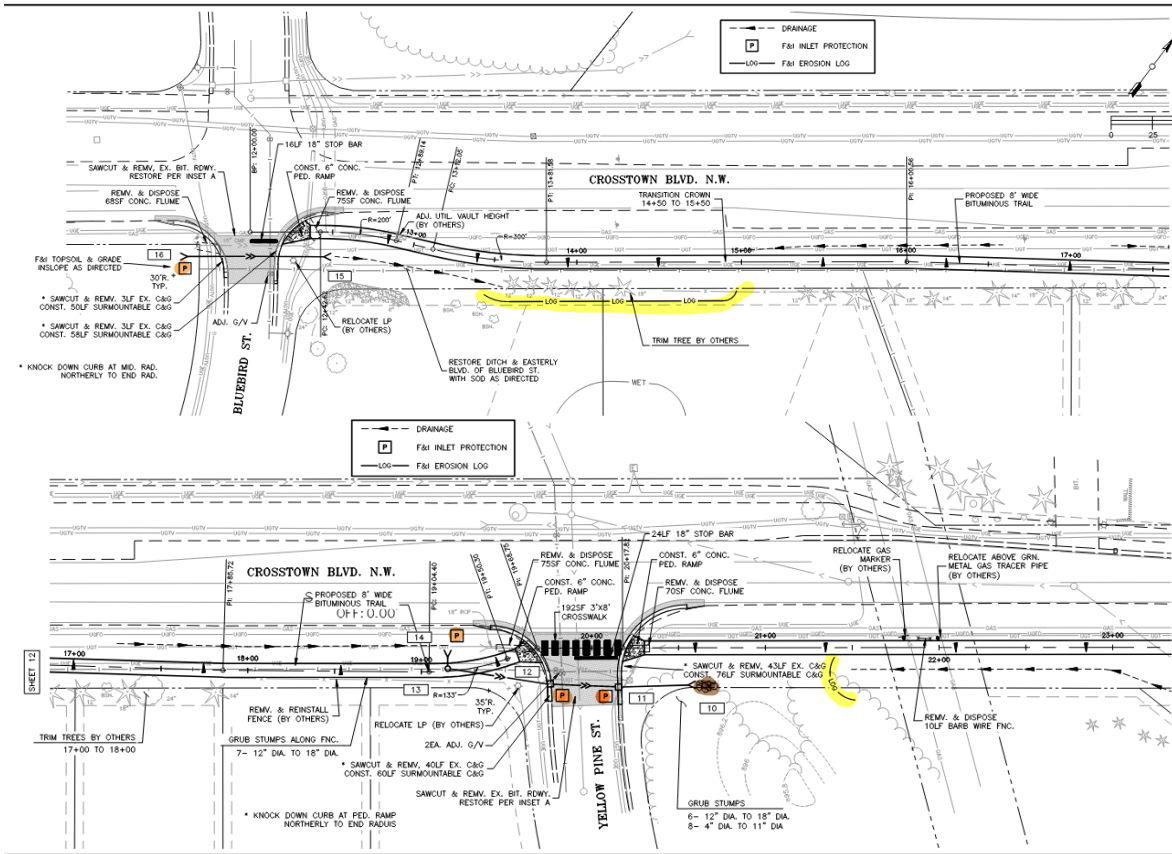
The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P24-017



4/19/2024

Figure 1: Project Location



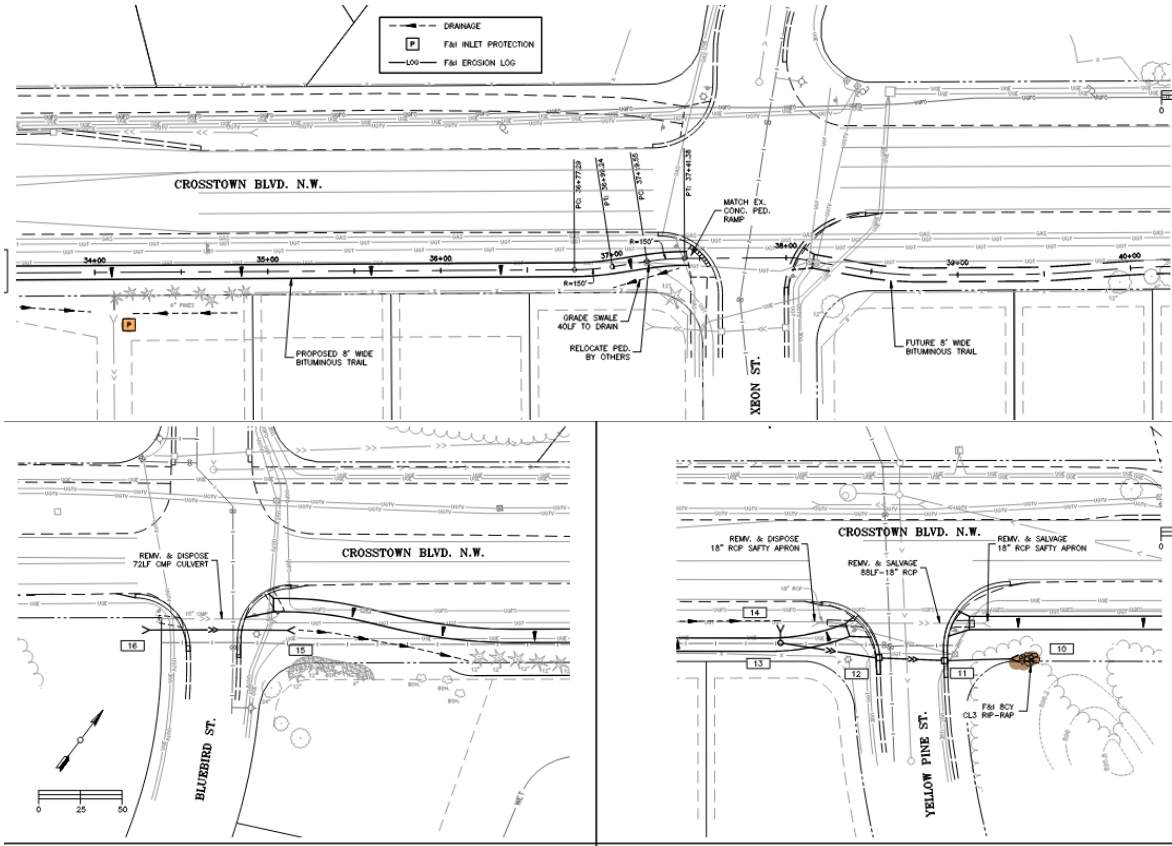


Figure 2: Site Plan/Erosion & Sediment Control Plan

Permit Application Review Report
Date: 5/8/2024

Applicant/Landowner:

MN Developments, LLC
Attn: Jeff Stalberger
17404 Ward Lake Dr NW
Andover, MN 55304

Project Name: Swedish Chapel Estates

Project PAN: P-24-014

Project Purpose: Construction of a single-family home residential development and associated stormwater treatment features.

Project Location: 2506 Swedish Dr NE, Ham Lake

Site Size: size of parcel - 111.4 acres; size of disturbed area - 34.0 acres; size of regulated impervious surface - 10.4

Applicable District Rule(s): Rule 2, Rule 3, Rule 4, Rule 5

Recommendation: Approve with 3 Conditions and 3 Stipulations

Description: An application has been submitted by Jeff Stalberger for a project which proposes the construction of a single-family residential development and associated stormwater treatment features. This application is for mass grading, storm sewer installation, street construction, and home pad development. The plan proposes to disturb 34 acres and create 10.4 acres of regulated (new) impervious. The site is within the County Ditch 58 subwatershed. While the property is hydrologically split along Swedish Drive and the north portion drains to the Upper Rum, single parcels cannot be split between multiple Watershed Management Organizations. The subject property is fully within the CCWD's jurisdictional boundary. The relevant water resource issues are stormwater management, erosion and sediment control, and wetlands which correlate to District Rules 3, 4, and 5. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$19,000.00.

Rule 3.0 – Stormwater Management

2. Include existing conditions/removals sheets in the construction plans.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan Sheet C2.2 to stabilize soils and soil stockpiles within 24 hours of inactivity.

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 Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Construction Plans, updated Sheet C2.2 (5/2/24)	Plowe Engineering	04/17/2024	04/17/2024
Stormwater Drainage Report	Plowe Engineering	04/10/2024	04/10/2024
Storm Sewer Sizing	Plowe Engineering	04/10/2024	04/10/2024
Soil Borings	Tradewell Soil Testing	09/14/2023	03/20/2024
Soil Borings	Tradewell Soil Testing	08/17/2023	03/20/2024
Soil Borings (1&2)	Tradewell Soil Testing	11/01/2023	03/20/2024
Geotechnical Evaluation Report	Braun Intertec	02/02/2024	03/20/2024
Offsite Wetland Review	Kjolhaug Environmental Services	10/11/2023	10/11/2023
Wetland Delineation	Kjolhaug Environmental Services	09/11/2023	09/11/2023
Joint Application	Kjolhaug Environmental Services	03/18/2024	03/18/2024

Findings

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$10,310.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), base fee for a Single Family/Multifamily Residential Development project of 111.4 acres (\$10,000.00), and addition to base fee (\$300.00). The applicant will be required to submit a performance escrow in the amount of \$2,000.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (34.0 acres of land disturbance proposed).

Stormwater Management (Rule 3.0):

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new and/or fully reconstructed impervious surface. The Hydrologic Soil Group (HSG) of soils on site are HSG B. Curve Numbers have been shifted down one classification to account for the impacts of grading on soil structure.

Rate Control: Peak stormwater flow rate at several points of site discharge increases from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100-years as shown in Table 1. Rate increases to the 'DNR wetland' and 'Wetland 3' (both DNR Public Water Wetlands) have been reviewed and no adverse impacts are anticipated. It is infeasible to route

these drainage areas (K.1 and K.2) to stormwater management practices due to the existing roadway grades. These increases have also been reviewed and approved by the local DNR Area Hydrologist. The rate increases to 'Wetland 1' and the 'NW Wetland' are within model tolerance. The project will not impact Drainage Sensitive Use areas. The rate control standard is met to the maximum extent practicable.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Xylite to Wetland 3	0.57	0.8	0.86	1.19	1.45	2.01
Xylite to DNR wetland	2.06	3.21	3.09	4.85	5.2	8.12
S Xylite Ditch	0.58	0	2.06	0	6.73	0
N Xylite Ditch	3.41	1.5	9.16	3.64	24.23	8.91
NW Wetland	1.33	1.38	3.39	3.51	9.61	9.82
SW Wetland	8.51	7.08	20.03	16.39	51.18	41.52
Wetland 4	86.93	81.68	174.79	153.98	377.39	215.25
Wetland 1	14.96	15.17	32.5	30.56	97.3	76.66

Table 1.

Volume Control:

The proposed project is new development; therefore, the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface. The amount of proposed impervious required to be treated is 454,331 ft².

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
Area K.1 and K.2	15,632	none	0	1,433	0
Areas A, B, C, D, E, H, J, J.1, 8.1	64,378	overland flow	1	7,613	7,613
Pond 7 (Area 7, 7.1)	25,923	Pond 7	0.5	4,752.5	25,290
Pond 2 (Area 2, 2.1)	28,793	Pond 2	0.5	5,278.7	25,615
Pond 1 (Area 1, 1.1, 1.2, 1.3, 1.4)	166,874	Pond 1	0.5	30,593.6	155,370
Pond 6 (Area 6, 6.1)	15,331	Pond 6	0.5	2,810.7	9,116
Pond 5 (area 5)	41,840	Pond 5	0.5	7,670.7	17,866
Pond 4 (Area 4)	51,787	Pond 4	0.5	9,494.3	56,843
Pond 3 (Area 3, 3.1, 3.2)	43,773	Pond 3	0.5	8,025.05	37,285
Totals:	454,331			77,672	334,998

Table 2.

Infiltration may not be used as a volume control practice because the practices would need to be placed in areas with less than three feet of separation from the bottom of the infiltration system to the seasonally saturated soils.

Geotechnical information collected between August 2023 and November 2023 has been submitted which indicates that seasonally high saturated soils are likely at an approximate elevation of 905 – 906 ft MSL, with mottling to 913 in some areas. This largely makes infiltration infeasible. Areas meeting separation requirements are not suitable for stormwater practices due to existing grades.

Because the volume reduction standard cannot be met due to these site constraints, the project proposes the use of the stormwater management practices and their corresponding TP conversion factors listed in Table 2. The volume control standard has been met as shown in Table 2.

Water Quality: The total Water Quality Volume has been provided in aggregate.

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided
Xylite to Wetland 3	0
Xylite to DNR Wetland	0
Xylite Ditch N	80
NW Wetland	80
SW Wetland	80
Wetland 4	80
Wetland 1	80

Table 4.

The TSS removal standard is not met at each discharge point as shown in Table 4. As previously stated, discharge points 'Xylite to Wetland 3' and 'Xylite to DNR wetland' cannot be routed to a stormwater treatment feature due to existing roadway elevations. The water quality requirement has been met to the maximum extent practicable.

Discharges to Wetlands: Stormwater from the proposed project is being discharged into the following wetlands.

Wetland ID	W4A
Wetland Type	Slightly Susceptible
Change of Bounce 2-yr (ft)	0.04
Change of Bounce 10-yr (ft)	-0.2
Change of Inundation on 10-yr (hrs)	-2
Change of Run out Control (ft)	1.16

Wetland ID	W4
Wetland Type	Moderately Susceptible
Change of Bounce 2-yr (ft)	0.014
Change of Bounce 10-yr (ft)	0.02
Change of Run out Control (ft)	0

Wetland ID	W3
Wetland Type	Moderately Susceptible
Change of Bounce 2-yr (ft)	0
Change of Bounce 10-yr (ft)	0.001
Change of Run out Control (ft)	0

Wetland ID	W2
Wetland Type	Slightly Susceptible
Change of Bounce 2-yr (ft)	0.09
Change of Bounce 10-yr (ft)	-0.01
Change of Inundation on 10-yr (hrs)	21
Change of Run out Control (ft)	0

Wetland ID	W1
Wetland Type	Slightly Susceptible
Change of Bounce 2-yr (ft)	0.08
Change of Bounce 10-yr (ft)	0.19
Change of Run out Control (ft)	0

Table 5.

Static bounce calculations were done for the 'SW Wetland' and the 'DNR Wetland' and both were less than 0.05 ft which is negligible. Change of inundation for Wetlands 1 and 4 was not modelled for this project as they are ditched wetlands which cannot be accurately modelled. The run-out control for wetland 4A exceeds the requirement. This has been reviewed and no negative effects are anticipated.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is new development which includes buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level or 1 foot above the emergency overflow. The lowest basement floor elevations proposed range from 908.3 ft to 911 ft MSL. The applicable 100-year high water levels range from 907.3 to 909.3 ft MSL and the applicable emergency overflows range from 907.3 ft to 909.4 ft MSL. The freeboard requirement is met.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Easements: Maintenance easements for all stormwater management practices are required for the proposed project. All required maintenance easements have been provided on the plans.

Maintenance Agreements: All proposed stormwater management practices will be maintained as part of standard municipal public work activities. Therefore, no maintenance agreement will be required.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Prairie Creek. The soils affected by the project include Rifle, Lino, Isanti, and Zimmerman which have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes inlet protection, perimeter control, rip rap and street sweeping. The erosion control plan does not meet District requirements because soils and soil stockpiles are not consistently proposed to be stabilized within 24 hours of inactivity. See attached Figure 3: Erosion and Sediment Control Plan.

Wetlands (Rule 5.0)

Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating or other altering of the hydrology of a wetland. Wetlands were delineated under PAN W23-031. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 10/18/2023.

The applicant submitted a joint application form requesting a Replacement Plan decision on 03/18/2024. The application was noticed to the TEP on 4/5/2024. Wetland impacts are proposed through fill in 1 location. The applicant has provided an alternatives analysis which discusses wetland impact avoidance, minimization, and mitigation. A wetland impact summary is outlined below. See attached Figure 4: Wetland Impacts.

Wetland ID	Impact Type (F/D/E)	Impacts (sf)	Impact Duration (T/P)	Replacement Ratio	Required Mitigation (sf)
4	Fill	6,352	Permanent	2:1	12,704

Table 6.

Impact replacement will be mitigated through the purchase of wetland bank credits from bank 1722. Bank 1722 is within the required bank service area (BSA 7). The TEP agrees that the proposed project meets the requirements for a Replacement Plan.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

Buffers (Rule 8.0)

Rule 8.0 applies because it includes a land disturbing activity that requires a permit under another District Rule and is on land adjacent or directly contributing to Additional Waters.

A continuous buffer is proposed on the plans. It is proposed to be established and maintained in State Seed Mix 33-261, which qualifies as perennially rooted vegetation. Because the resource is an additional water, the average buffer width must be 16.5 ft, with a minimum width of 16.5 ft. The proposed buffer meets the requirement. Permanent monumentation at each parcel line, and every 200 ft as needed, have been proposed on the plan.

Variances (Rule 10.2)

The proposed project does not request a variance from the District’s rules, regulations, and policies. Rule 10.2 does not apply.

P24-014



Figure 1: Project Location

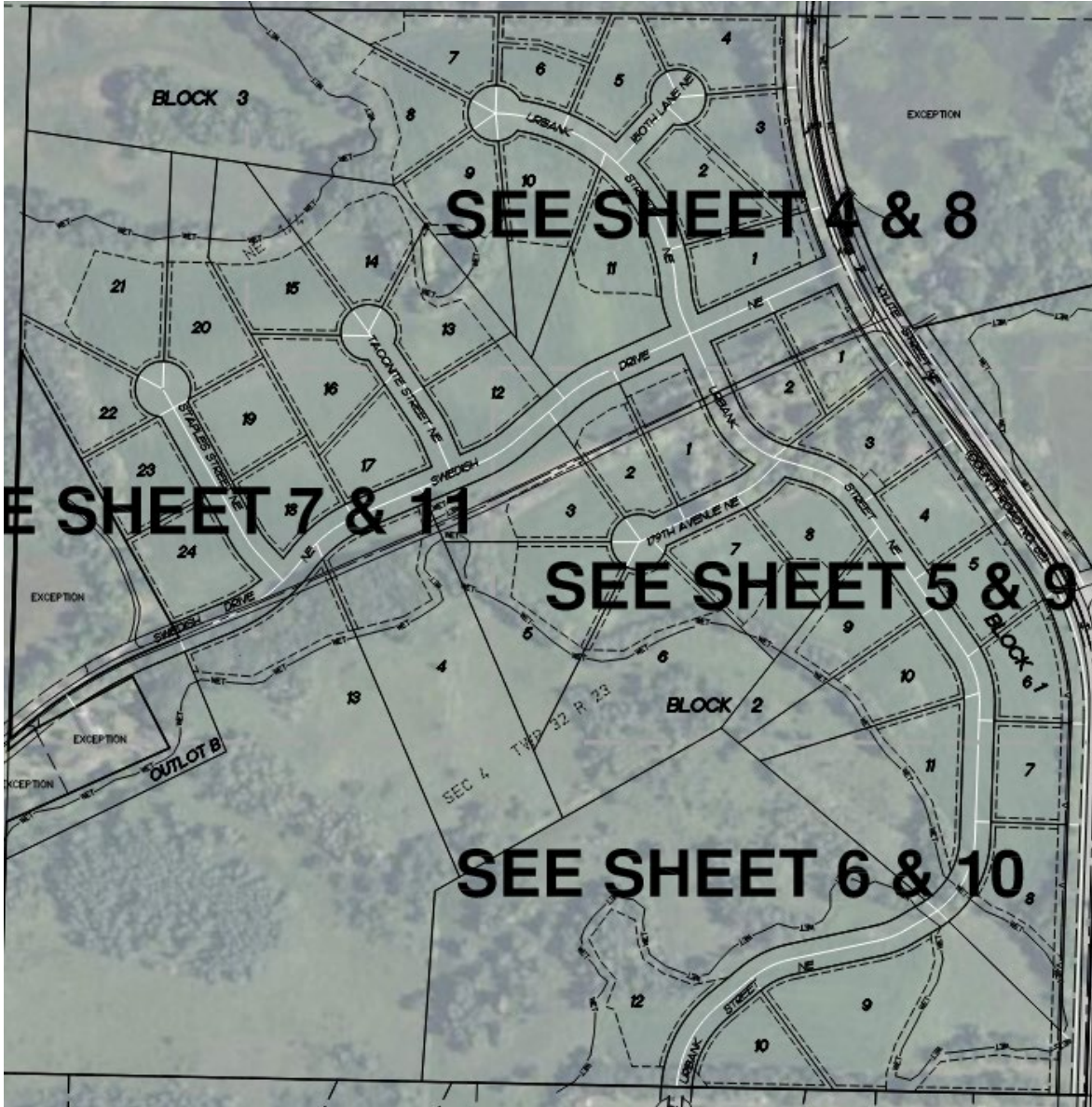


Figure 2. Site Plan

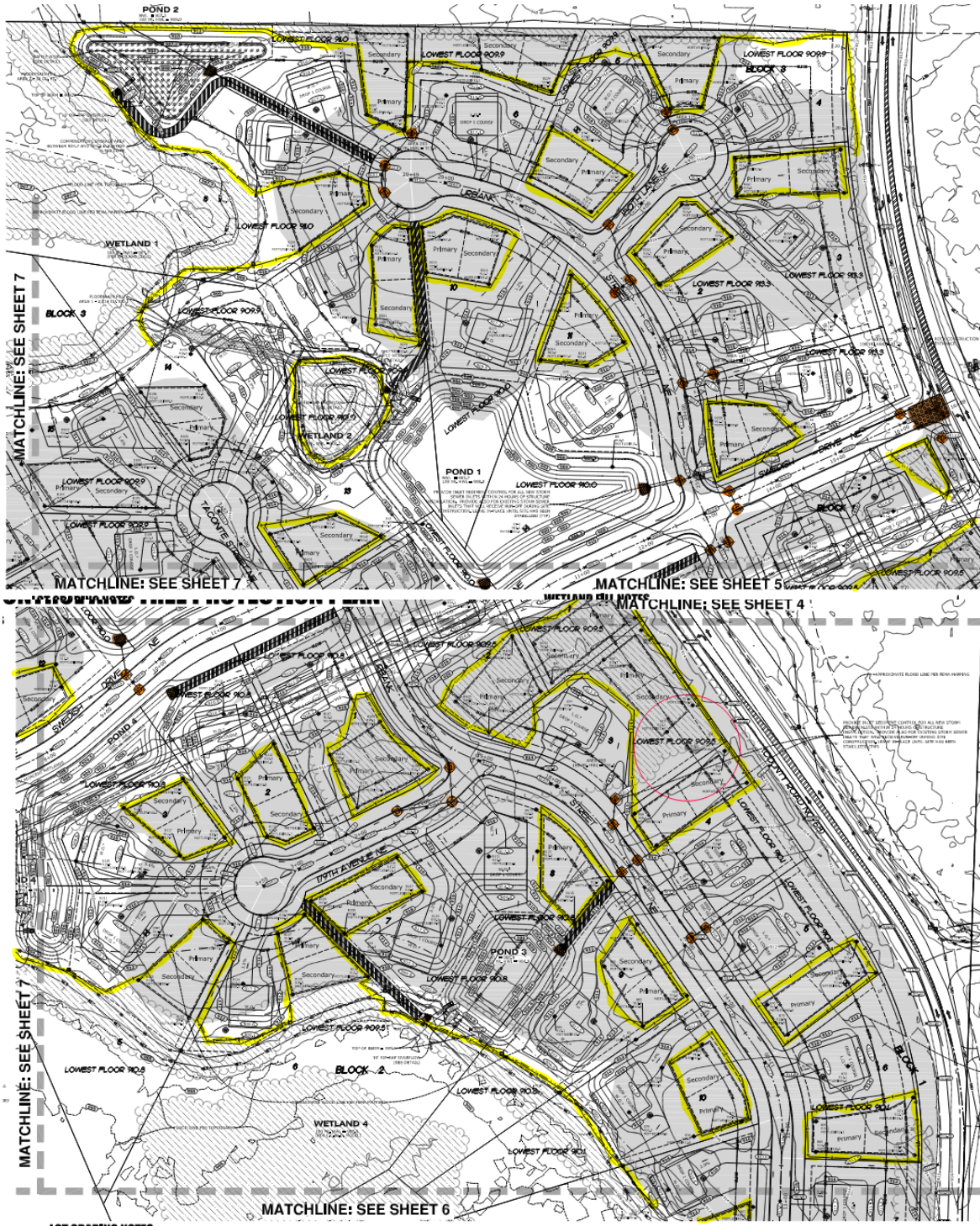




Figure 3: Erosion & Sediment Control Plan

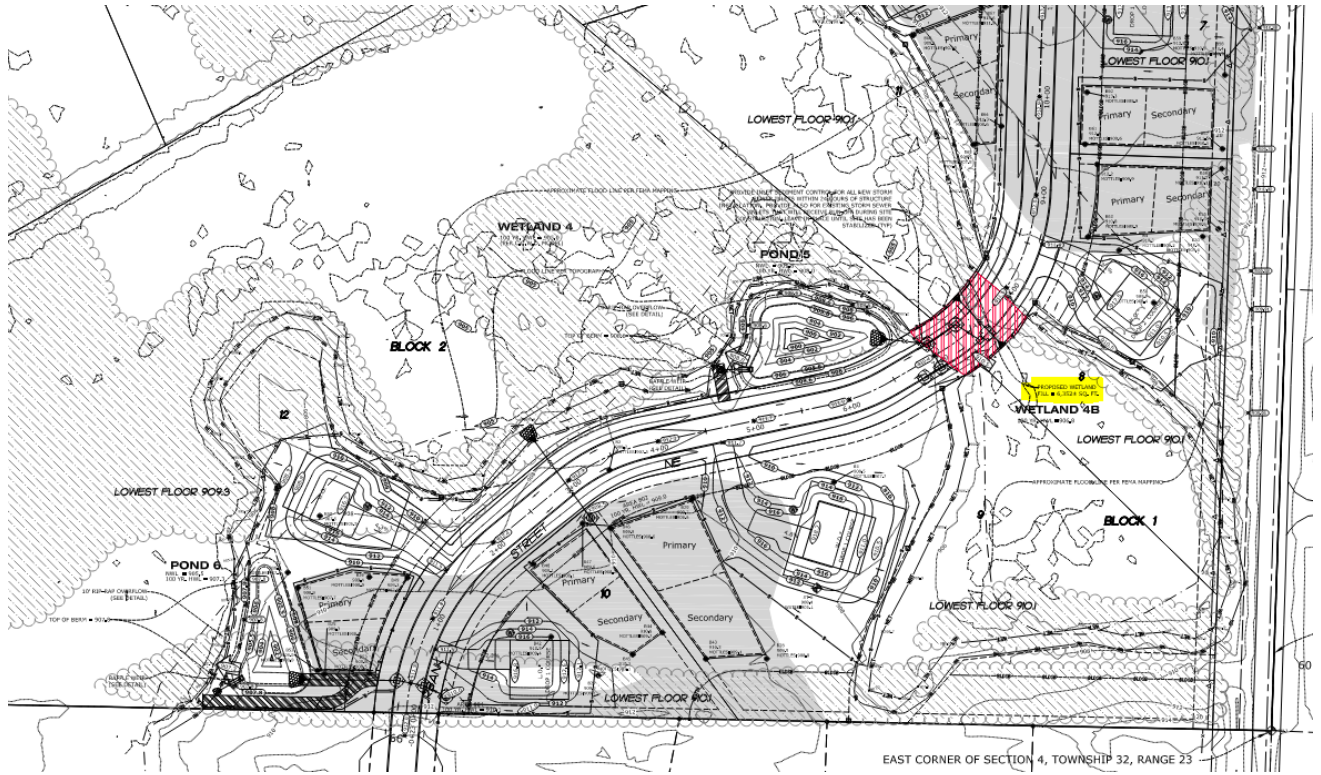


Figure 4: Wetland Impacts

Permit Application Review Report
Date: 5/8/2024

Applicant/Landowner:

MnDOT
Attn: Katie Kowalczyk
1500 W County Road B2
Roseville, MN 55113

Project Name: MnDOT Metro Area Pond Grading Pond Group B

Project PAN: P-24-019

Project Purpose: Dredge three MnDOT ponds

Project Location: MnDOT Ponds located within interchanges of TH10/University Ave, TH610/University Ave, both in Blaine, and TH610/TH47 in Coon Rapids, TH 10/610 at TH47 and University Ave NE, Blaine

Site Size: size of parcel - 56.0 acres; size of disturbed area - 5.5 acres; size of regulated impervious surface - 0 acres

Applicable District Rule(s): Rule 2, Rule 4, Rule 6, Rule 7

Recommendation: Approve with 2 Conditions and 1 Stipulations

Description: The Minnesota Department of Transportation has submitted a permit application that proposes to dredge fill material out of existing stormwater treatment ponds near the intersection of Trunk Highway 610 and University Avenue on the border of Coon Rapids and Blaine. The plan proposed to disturb 5.5 acres. This project will not create any regulated impervious (new or reconstructed). This location is within the Pleasure Creek subwatershed. The relevant water resource issues are erosion and sediment control and floodplain, which correlate to District Rules 4 and 6. See attached Figure 1: Project Location and Figure 2: Site Plan.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$4,750.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include a note to stabilize soils and soil stockpiles within 24 hours of inactivity.

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).

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Construction Plans	Stantec	04/03/2024	04/10/2024
Permit Application	MnDOT	04/08/2024	04/10/2024

Findings

Fees and Escrows (Rule 2.7):

The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$4,750.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (5.5 acres of land disturbance proposed).

Stormwater Management (Rule 3.0):

The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more. The proposed project drains to Pleasure Creek. The soils affected by the project include Sartell, Lino, Markey, Isanti, and Zimmerman which have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 days, as required. The proposed erosion and sediment control plan includes inlet protection and perimeter control. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity. See attached Figure 3: Erosion & Sediment Control Plan.

Wetlands (Rule 5.0)

The proposed project does not include activities which result in the filling, draining, excavating, or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

Rule 6.0 applies to the proposed project because it includes land disturbing activities within or adjacent to the boundary of the 100-year flood elevation as mapped and modeled by the District. The project does not propose to place fill within the floodplain; therefore Rule 6.0 is considered met.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

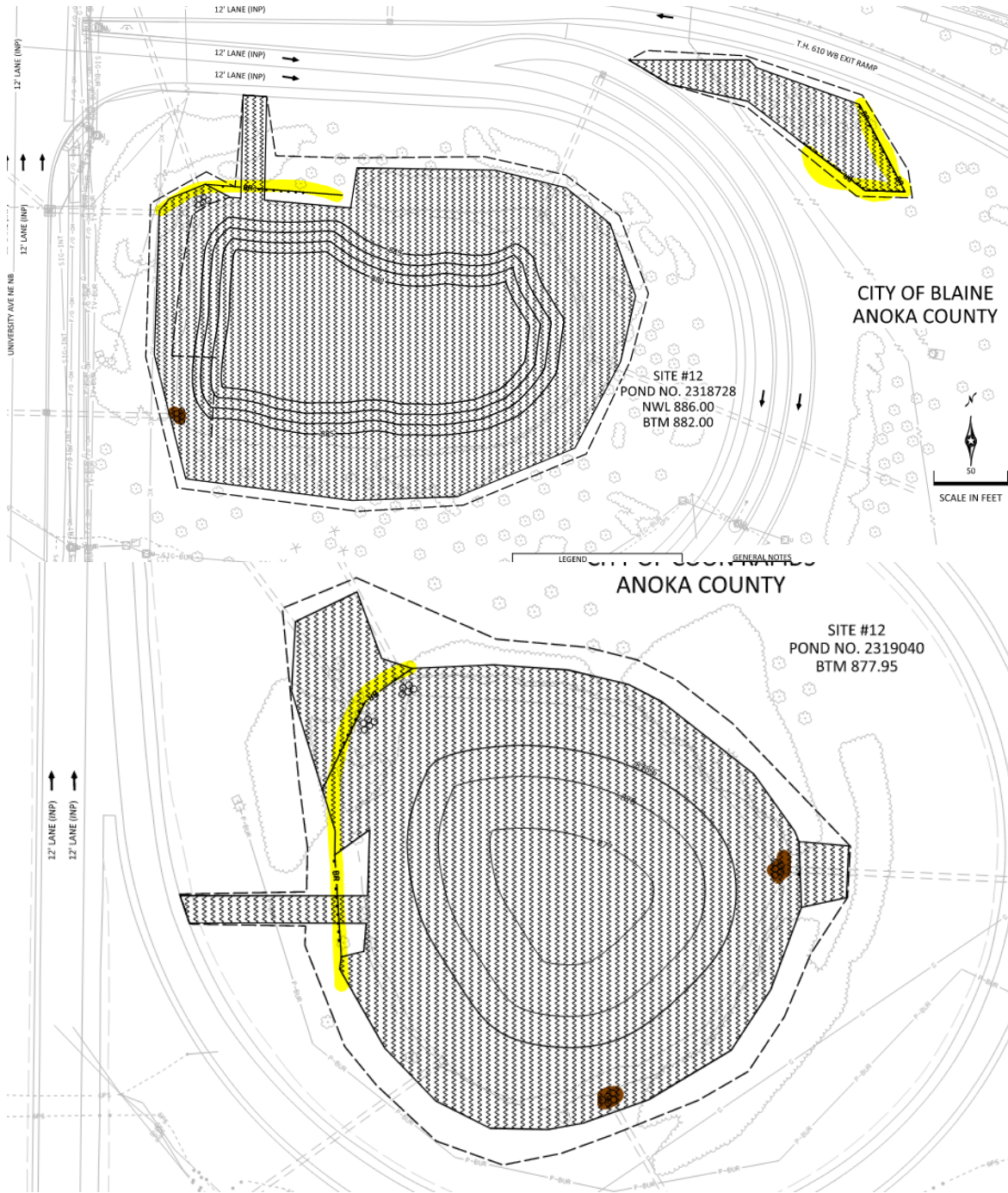
Variations (Rule 10.2)

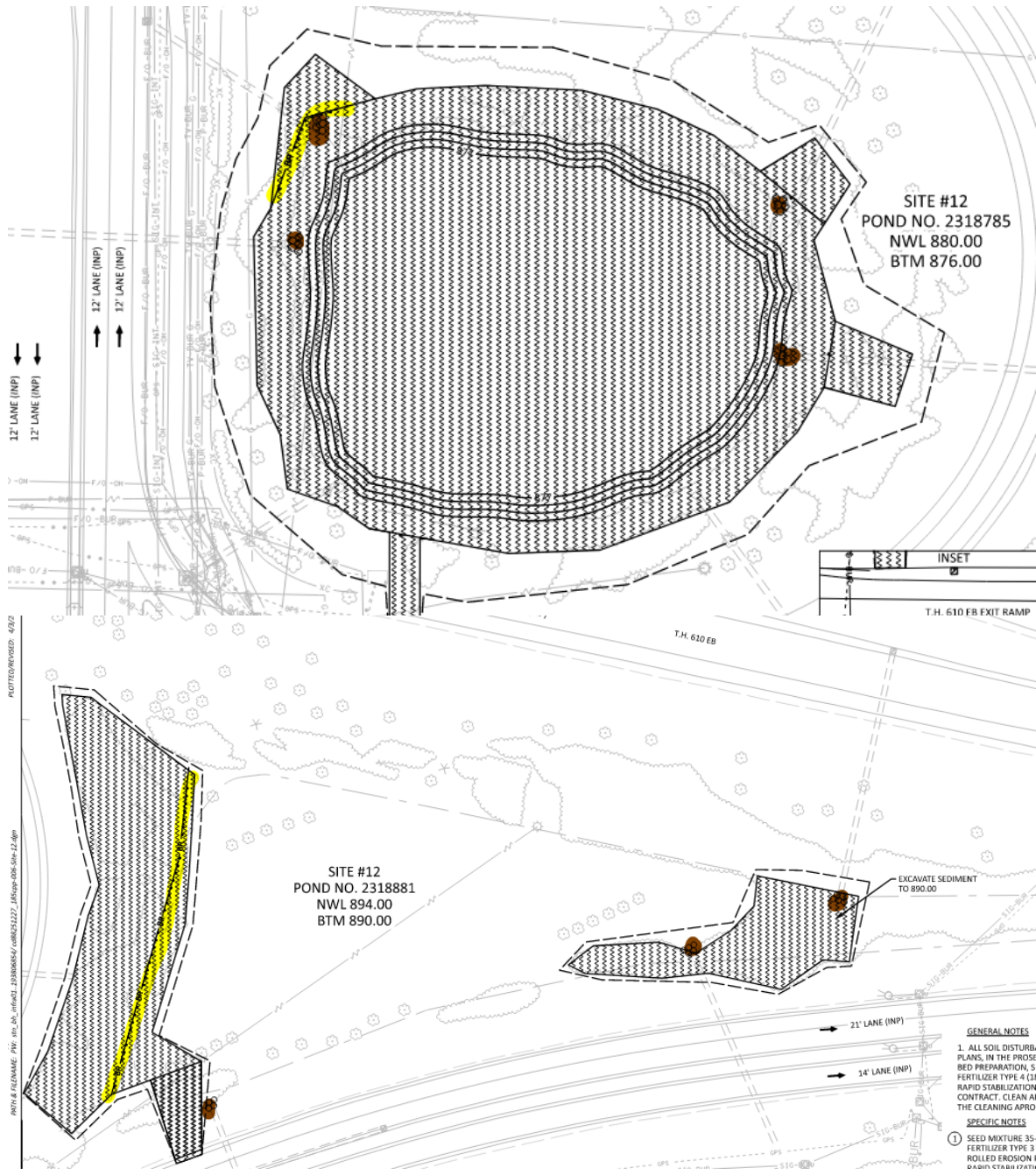
The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P24-019



Figure 1: Project Location





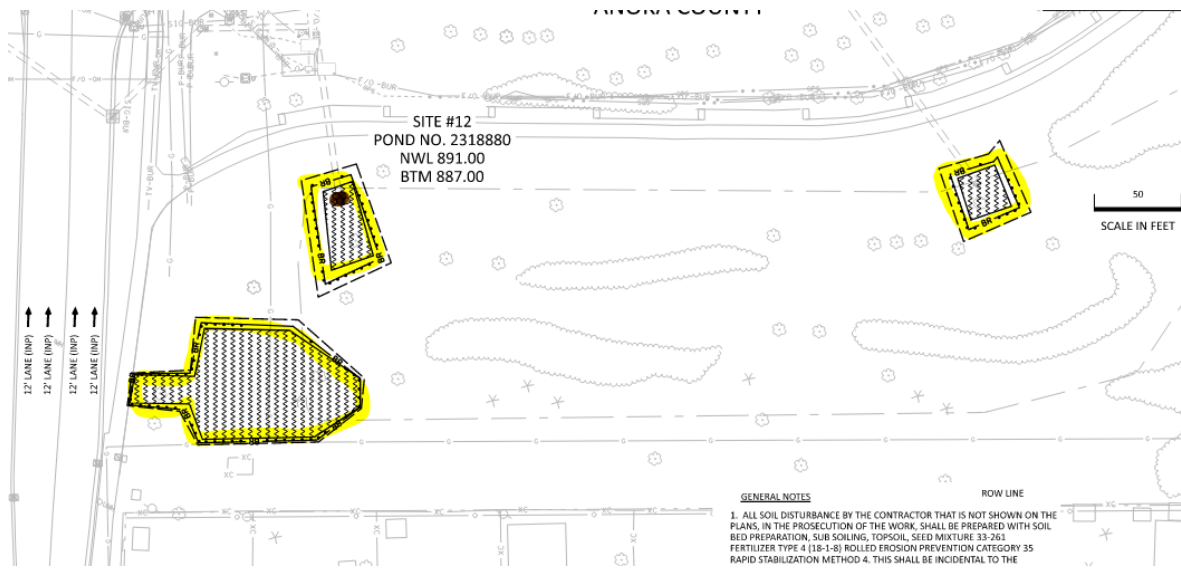


Figure 3: Erosion & Sediment Control Plan

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 13, 2024
AGENDA NUMBER: 13
ITEM: 2025 Revenue Outlook

AGENDA: Policy

ACTION REQUESTED

Review the report and discuss and provide directions on conclusions and implications.

PURPOSE AND SCOPE

This report provides a preliminary forecast of known revenues for 2025.

BACKGROUND

The District relies on multiple sources of revenue.

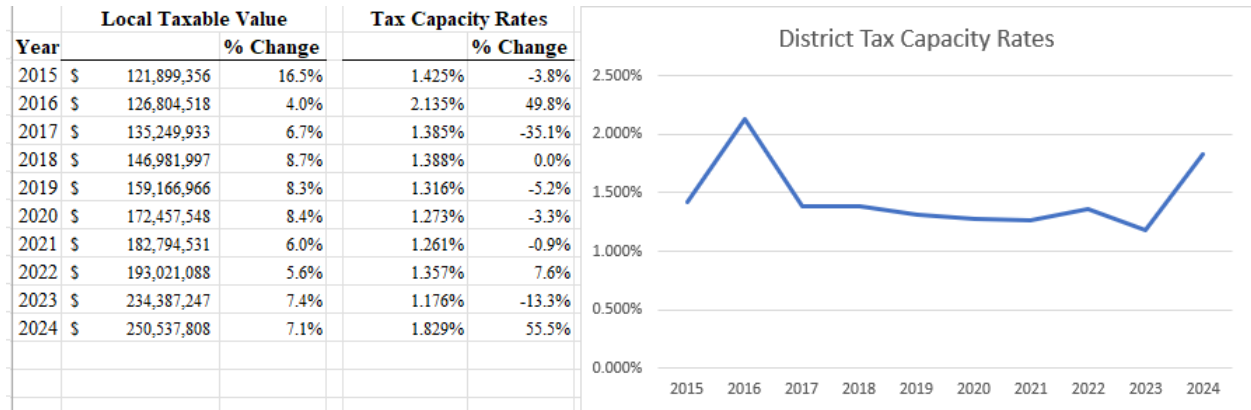
1. **Property Taxes**: A property tax is an ad valorem tax on the value of a property. The tax is levied by the governing authority of the jurisdiction in which the property is located. This can be a national government, a federated state, a county or other geographical region, or a municipality.
2. **Special Assessments**: a charge imposed on real property to help pay for a local improvement that benefits the property.
3. **Fees**: The revenue earned from services, excluding the interest earned from loans.
4. **Grant**: A sum of money given by the government, a university, or a private organization to another organization or person for a special purpose
5. **Intergovernmental Revenue**: Amounts received from other governments as fiscal aid in the form of shared revenues or grants-in-aid, as reimbursements for the performance of general government functions and specific services for the paying government.
6. **Interest**: Money earned through loaning money or money received from depositing or investing
7. **Fund Balances**: The total accumulation of operating surpluses and deficits during some specified period of operation. Usually a year
8. **Other**: Revenue from peripheral/miscellaneous (non-core) operations

Revenue Outlook

Property Taxes:

The District has the authority to levy 5 Different property taxes. However, we rely on the authority granted under the Metropolitan Water Management Act which allows us to levy what we need as long it is reasonably and rationally connected with the development and implementation of the District’s Comprehensive Plan.

Property taxes are a revenue source in the General and Special Revenue Funds. This revenue source is primarily used in the General Fund and is determined based on the availability of other revenue sources and the expenditure level necessary to conduct District business in accordance with Board policy and directives.



Current Policy: To maintain the District Tax Rate Capacity in a manner consistent with the needs of the organization to ensure long-term responsiveness, efficiency, staffing, and capital requirements.

2024 Budget Goal

To begin to address the District’s share of the Federal Water Quality requirements and the needs of the District to ensure the long-term efficiency, staffing, and capital requirements.

Payment Per Home Value	2022	2023	2024
\$ 150,000	20.36	17.64	27.44
\$ 200,000	27.14	23.52	36.58
\$ 250,000	33.93	29.40	45.73
\$ 300,000	40.71	35.28	54.87
\$ 350,000	47.50	41.16	64.02
\$ 407,359	55.28	47.91	74.51
\$ 450,000	61.07	52.92	82.31
\$ 500,000	67.85	58.80	91.45
\$ 700,000	94.99	82.32	128.03
\$ 800,000	108.56	94.08	146.32
\$ 900,000	122.13	105.84	164.61

Payment as Percent of Household Income			
\$ 20,000	0.102%	0.088%	0.137%
\$ 45,000	0.060%	0.052%	0.081%
\$ 60,000	0.052%	0.045%	0.070%
\$ 75,000	0.045%	0.039%	0.061%
\$ 90,000	0.045%	0.039%	0.061%
\$ 100,000	0.047%	0.041%	0.064%
\$ 125,000	0.044%	0.038%	0.060%
\$ 150,000	0.041%	0.035%	0.055%
\$ 200,000	0.034%	0.029%	0.046%

Situation:

The forecast for the District, presented last meeting, indicates high probability of:

1. Stable employment with 4+% rise in income
2. Most citizens within the District should experience rises in household income and a significantly decreased chance of layoffs. Such conditions typically translate into increased demand for the full breadth of beneficial water uses.
3. Home values will increase significantly.
4. To implement the comprehensive plan will require significant increases in the District levy for 2025, 26 and 27.

NOTES:

1. The 2024 rate excludes the County, city, and School District levies.
2. The 2024 increasing tax capacity rate is reflective of an increase in the adopted tax levy. Its impact is lessened by the growth in the tax capacity values and the home development that occurred in 2022.

Special Assessments

Special assessments are a revenue source for the Capital Projects Funds and are typically assigned to specific ditches or used to reimburse the general fund or special revenue funds for specific projects. Current Special Assessments are used for reimbursement of capital projects financed internally.

Situation:

- There are no projects within the capital improvement that could cost effectively and with certainty raise any of the needed funds.

Fees

Charges for services come from a variety of sources in the General and Special Revenue Funds, such as project engineering and permit review and inspection services to residential and commercial developers, drainage, mapping and inspection services to cities, and other miscellaneous charges for dedicated use of District staff. Over the past few years, the District has continued to grow, and this is expected to continue in 2020 and beyond.

Situation:

- The fee schedule has not been updated in approximately 4 years.
- The District is returning to the same situation as existed in 2020 where the fees collected do not cover the costs of review and inspection.

Grants

This revenue source is accounted for separately but may provide funds specific to activities covered by the grant. Grants may be Federal, State or Private. Grants received by the District address Administration of the State Wetland Conservation Act, Clean Water Partnership Grants, Natural Resource Block Grants and WRAP Grants. Since 2010, State Grants have operated largely on a reimbursement and performance basis. Depending on the size or length of time of the activity or project, floating District funds to accomplish grant objectives makes liquidity, fund balance management and the cost of application, as well as required modification of work methods and project reporting significant factors in the decision to apply.

Situation:

Most of this revenue is for continued reimbursement of ongoing multi-year projects which will need to have their respective expenditure line items carried forward and thus should not be used to balance new 2025 budget line items (i.e., Lower Coon Creek Corridor Restoration, D39/37/60 subwatershed planning, Pet Waste Servicing).

The only new, unallocated grant revenue is the FY24 WBIF 50% disbursement in the amount of \$147,050. The fate of this funding is determined at the annual convene meeting, but CCWD

recommendation is to use towards a 2025 D39 water quality project like the proposed filter in Bridgewater.

2025			
State CWF	PROJECTED		Notes
FY22 WBIF Retrofits Planning (G22-003)	\$ 86,551		D37,39,60 subwatershed carryover
Lower Coon Creek Park Restoration (G24-001)	\$ 178,000	\$ -	LCCCR carryover
FY24 WBIF X (G24-XXX)	\$ 147,050	\$ -	Pending comp plan approval; undedicated funds
<i>Subtotal</i>	\$ 411,601	\$ -	
Federal 319			
319 Dog Waste Pilot Program (G22-001)	\$ 10,676	\$ -	Pending grant extention for pet waste servicing into 2025
319 NKE Plan Implementation (G23-001)	\$ 288,635	\$ -	LCCCR carryover; ~ split between 2024/25 pending construction timing
<i>Subtotal</i>	\$ 299,311	\$ -	
SUM	\$ 710,911.35	\$ -	

Interest

Interest income is interest earned on investments managed by the Minnesota Association of Governments Investing in Counties (MAGIC) and is allocated to the General Fund. Revenues from this source are dependent on interest rates and cash balances available for investment. The fact that yields in the market are so low on the investments the District is allowed by Statute to invest in.

Situation:

- The adopted 2024 budget included \$28,042 in interest earnings. At present (5/1/24) we have earned \$61,583.

Other

This revenue source stems largely from fund balances

Situation:

- At present our fund balances are \$945,309. This is a consolidated figure and does not detail the various fund balances we maintain for emergencies or rapid response

Uncertainty Surrounding the Revenue Outlook

1. The level of uncertainty surrounding the 2025 revenue outlook in low.
2. For the District, and pursuing its goals and mandates, the largest source of revenue uncertainty is from:
 - a. The political willingness to pay.
 - b. The degree of understanding the financial significance of schedule of investments through 2027 outline in the comprehensive plan.

CONCLUSIONS AND IMPLICATIONS

1. The need for increasing revenues are driven by
 - a. The separation of accounting and benefit provision from Anoka County

- b. The requirement to achieve Federal and state Water Quality standards (TMDLs) by 2045
- 2. In developing the 2025 Budget, the District has considerable reason to be optimistic that they are not adversely affecting the public because:
 - a. Employment is expected to be stable.
 - b. Home income is expected to increase 4%.
 - c. 86% of the District's population now earn more than \$65,000 per year and would pay approximately \$27.44 per year to District operations.
- 3. The long run, 2025, 2026 & 2027 call for steadily increasing tax levies unless
 - a. Timelines can be extended.
 - b. Additional Federal or state revenues can be found.
 - c. Impaired waters can be reevaluated relative to the Return On Investment (ROI) on their restoration.

RECOMMENDATION

- 1. Receive the report.

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: May 13, 2024
AGENDA NUMBER: 14
ITEM: 2025 Budget: Draft Salaries & Benefits

AGENDA: Discussion

ACTION REQUESTED

1. Provide direction to staff on budgeting for additional staff.

PURPOSE & SCOPE OF ITEM

Potential 2025 expenditures for staff Salaries & Benefits

BACKGROUND

At present the District budgets for 14.8 Full Time Equivalent (FTE) people.

Program	2023	2024	2025	Requested Change	2025	Positions
Administration						
FT	2.0	3.0	3.0		3.0	Administrator, Administrative Services Coordinator, Clerk
PT	0.8	0.8	0.8		0.8	Director of Finance
Operations & Maintenance						
FT	3.0	3.0	3.0		3.0	Director of Operations, Field Services Specialist, Chief Inspector
PT	0.0	0.0	0.0		0.0	
Planning						
FT	1.0	1.0	1.0		1.0	Planner
PT	0.0	0.0	0.0		0.0	
Public and Governmental Relations						
FT	2.0	2.0	2.0		2.0	I & E Coordinator, Engagement Specialist
PT	0.0	0.0	0.0		0.0	
Water Quality & Monitoring						
FT	2.0	2.0	2.0		2.0	WQ Coordinator, WQ Professional
PT	0.0	0.0	0.0		0.0	
Watershed Development						
FT	4.0	3.0	3.0		3.0	WD Coordinator, WD Manager, Inspection & Enforcement
PT	0.0	0.0	0.0		0.0	
Totals	2023	2024	2025	Request	2025	Positions Requested
FT	14.0	14.0	14.0	0.0	14.0	
PT	0.8	0.8	0.8	0.0	0.8	
Total	14.8	14.8	14.8	0.0	14.8	

Salaries, Permanent Employees									
Title									
Object	60110								
Description	Minnesota Statute 103D.325 authorizes the Board of Managers to employ professionals and provide for their qualifications, duties and compensation. The distribution of full and part time employees and their payroll classifications is shown below								
Salaries & Benefits	2021 Actual	2022 Actual	2023 Actual	2024		2025	2025		
				Budget	Projected	Current	Change	Request	Pct Chng
Salaries	\$ 1,333,723	\$ 1,164,379	\$ 1,330,378	\$ 1,448,994	\$ 1,448,994	\$ 1,506,954	\$ 101,437	\$ 1,608,391	11%
Temporary Salaries - Students	\$ 17,952	\$ 17,129	\$ -	\$ 39,000	\$ 39,000	\$ 40,560	\$ 1,789	\$ 42,349	9%
HRA payment	\$ 8,215	\$ 6,762	\$ 14,466	\$ 15,117	\$ 15,117	\$ 15,722	\$ 10,278	\$ 26,000	72%
Health Insurance	\$ 182,383	\$ 121,640	\$ 208,094	\$ 235,020	\$ 235,020	\$ 244,421	\$ 32,528	\$ 276,949	18%
Life Insurance	\$ 559	\$ 300	\$ 512	\$ 526	\$ 526	\$ 547	\$ (21)	\$ 526	0%
Social Security (FICA)	\$ 101,372	\$ 89,075	\$ 102,845	\$ 114,673	\$ 114,673	\$ 119,260	\$ 7,940	\$ 127,200	11%
Retirement (PERA)	\$ 100,769	\$ 84,418	\$ 96,674	\$ 107,880	\$ 107,880	\$ 112,195	\$ 7,483	\$ 119,679	11%
Dental Insurance	\$ 7,805	\$ 5,580	\$ 7,605	\$ 7,605	\$ 7,605	\$ 7,909	\$ 1,100	\$ 9,009	18%
LTD Insurance	\$ 2,104	\$ 1,048	\$ 1,422	\$ 1,790	\$ 1,790	\$ 1,862	\$ 105	\$ 1,967	10%
Board & Advisory Committee	\$ 10,050	\$ 9,617	\$ 10,950	\$ 11,000	\$ 11,000	\$ 11,440	\$ 560	\$ 12,000	9%
Total Salaries & Benefits	\$ 1,764,932	\$ 1,499,948	\$ 1,772,946	\$ 1,981,605	\$ 1,981,605	\$ 2,060,869	\$ 163,200	\$ 2,224,069	12%

There are four issues and concerns that will affect salary and benefit costs in 2025.

1. Salary adjustments & reclassifications due to county transition of services
2. Revised benefit package and changes in health insurance costs
3. Administrator’s Contract
4. Staff Succession and or turnover.

ISSUES/CONCERNS

- 1) **Salary Adjustments:** The preliminary 2025 Salaries and benefits include adjustments for:
 - a) Salary adjustments/Step increases of (11%).
- 2) **Benefits** Health, Dental, Life and LTD costs have all continued to increase at rates higher than anticipated. With the upcoming transition away from Anoka County services, it is more imperative to budget and prepare for these increased costs now and through the next several years.
- 3) **Near-future retirements of 5 Senior Staff:** There are no known retirements scheduled for 2025.
 - a) Staff at, or above, the standard retirement age of 65, (N=3) have not indicated any desire to retire.
 - b) One staff member has indicated a desire to begin decreasing hours probably in 2026.

CONCLUSIONS

Salary adjustments are needed to ensure that

- We stay current in the Twin Cities market and
- Retain experienced staff during the transition away from Anoka County services.

The current team of employees were selected not only for their qualifications, but for their fit and dedication to the District mission.

RECOMMENDATION

Discuss, provide directions, and receive the report.

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: May 13, 2024
AGENDA NUMBER: 15
ITEM: 2025 Budget: Estimated Professional Services

AGENDA: Discussion

ACTION REQUESTED

Receive the budget report with any directions to staff.

PURPOSE & SCOPE OF ITEM

Addresses the costs and professional services for which the District contracts for on an ongoing basis.

BACKGROUND

This budget category addresses required or needed services provided by specialized companies and firms with which the District contracts.

The services addressed in this category are:

- Accounting
- Audit
- Engineering
- Geographic Information Systems (GIS)
- Information Technology (IT)
- Legal

Services	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Current	2025 Change	2025 Request	
GIS Services	\$ 104,837	\$ 111,700	\$ 117,286	\$ 116,900	\$ 121,977	\$ 768	\$ 122,745	5%
Accounting/HR	\$ 5,050	\$ 5,252	\$ 5,252	\$ 57,500	\$ 5,462	\$ 94,238	\$ 99,700	1798%
Audit	\$ 11,960	\$ 12,438	\$ 12,438	\$ 13,913	\$ 12,936	\$ 3,064	\$ 16,000	29%
IT Services	\$ 47,250	\$ 58,336	\$ 58,336	\$ 64,790	\$ 60,669	\$ 11,895	\$ 72,565	24%
Engineering Services	\$ 718,279	\$ 143,758	\$ 143,758	\$ 81,000	\$ 149,508	\$ (60,408)	\$ 89,100	-38%
Legal Services	\$ 52,000	\$ 54,080	\$ 54,080	\$ 58,252	\$ 56,243	\$ 3,756	\$ 60,000	11%
	\$ 939,376	\$ 385,564	\$ 391,150	\$ 392,355	\$ 406,796	\$ 53,313	\$ 460,109	18%

ISSUES/CONCERNS

1. **Computer (IT) services:** IT services are proposed to be 24% higher due to organizational revision as a public enterprise.
2. **Engineering:** Budgeted costs are a -38% decrease due to a deconstruction of engineering cost and a reassignment to appropriate programs.

3. **Accounting**: Service costs are expected to increase significantly due to the transition away from Anoka County services and the need to hire an accounting firm, purchase software, and transition payroll to a new provider.
4. **Total Professional Services Costs**: Currently expecting to increase budget 18% for 2025.

IMPLICATIONS FOR DISTRICT BUDGET

Total impact unknown until July

CONCLUSIONS

1. These are initial figures

RECOMMENDATION

Receive report.

Blaine reveals plans for major new entertainment district near National Sports Center

Construction could begin this summer on the project that includes a baseball stadium and other amenities. An open house will be held Wednesday at City Hall.

By [Tim Harlow](#) Star Tribune

April 29, 2024 — 9:59am



City of Blaine/Cunningham Group

A rendering of what a new entertainment district could look like in Blaine

Blaine is putting the final touches on planning for a new entertainment district that would also serve as a gathering spot for residents and visitors. Construction could start as early as this summer.

Last week, plans were released for the development across from the National Sports Center. An open house will be held at 6 p.m. Wednesday for the city to show off designs and answer questions about the \$500 million to \$750 million venture.

A development team led by Elevage and Bader plans to build a 3,500-seat outdoor stadium; a field house with pickleball courts and a restaurant; an attraction similar to Top Golf in Brooklyn Center; two hotels, and a medical office on land north of the National Sports Center, where the city has been acquiring blighted industrial buildings for nearly a decade.

"The buildings are aging and are not what you want on the front doorstep of an attraction that draws 4 million visitors a year," said Blaine's Community Development Director Erik Thorvig. "We are creating an extremely unique development that does not exist in the metro area to be a destination. It will be a central gathering place with lots of different things to do, with a downtown walkability."

Nearly 400 market-rate apartments, public gathering areas and green space will be included in the parcel stretching from 105th Avenue NE. on the south, 109th Avenue NE. on the north and along portions of Nassau Street and Radisson Road.

<https://www.startribune.com/blaine-reveals-plans-for-major-new-entertainment-district-near-national-sports-center/600362435/>

Blaine is no stranger to hosting large events. In addition to scores of soccer tournaments and other weekly events held at the National Sports Center, the north metro suburb annually hosts the 3M Open professional golf tournament. That sometimes puts a pinch on hotel rooms, which are in short supply in the city, said Sara Soli, chief marketing and communications officer for the National Sports Center.

"If there were a new hotel, they might stay closer," said Soli, noting that participating teams and spectators sometimes have to stay as far away as in Bloomington.

At the very least, she said, the district would give fans and spectators a place nearby to hang out before and after games.

"It will be nice to have those opportunities next door," Soli said. "With those amenities nearby, we might attract more rental opportunities."

A minor league baseball team will be the primary tenant of the new stadium, but leaders are already talking about ways to use the facility year-round. Ideas include hosting concerts and inviting high school teams to use it for football, baseball and hockey games. There's also talk of possibly creating a winter lights festival similar to the Bentleyville holiday lights spectacle in Duluth.

"This will be a facility the community will get to use," Thorvig said.

Thorvig said Blaine has been eyeing redeveloping the land parcel for nearly 20 years, and that it became a top priority of the City Council three years ago. Feedback has been overwhelmingly positive, Thorvig said.

"The Council believes this is something the residents want," he said.

Thorvig said no city tax dollars will go toward the project. The city could use tax abatement, tax increment financing or sell bonds to cover its portion, Thorvig said.

Construction will take several years, Thorvig said.

"We are excited about having business going in there," Soli said. "It will be a welcome addition to the community."

Tim Harlow covers traffic and transportation issues in the Minneapolis-St. Paul area, and likes to get out of the office, even during rush hour. He also covers the suburbs in northern Hennepin and all of Anoka counties, plus breaking news and weather.

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Blaine will be home to metro area's second Asia Mall featuring dining, shopping and culture

Asia Village at Northtown Mall will open in 2025.

By [Tim Harlow](#) Star Tribune

May 2, 2024 — 7:11am



Partners with a stake in the Asia Mall in Eden Prairie say they plan to bring a similar concept to the Northtown Mall in Blaine.

They announced the venture Wednesday at a news conference and said the complex featuring shops and restaurants will be open by the second half of next year.

Asia Mall "has been such a big hit and there's nothing like it in the Twin Cities," said Michael Bui, who is leading the effort to build what will be called Asia Village at Northtown. "This is an opportunity to build another one that is bigger and better."

Work to transform a 130,000-square foot space that once was Herberger's department store and is currently occupied by Becker Furniture will start in August and is expected to take 12 to 16 months, Bui said. When remodeling is finished, the area will feature retail, grocery and dining outlets. There also are plans for an event center to host weddings and parties, and even an a patio.

<https://www.startribune.com/blaine-asia-village-norhtown-mall/600363238/>

"We want to showcase Asian culture, traditions and dining," Bui said. "We want to give people a reason to come back to the mall on a daily basis."

Bui said he also wants to put in a food hall that will be "unparalleled in the Midwest."

Bui said another upside to opening at Northtown is ample parking, a commodity that has been in short supply at Asia Mall, a similar complex which opened in 2022 in a former Gander Mountain store off Interstate 494 and Hwy. 5 in Eden Prairie.

"We don't have enough parking," said Bui, who has three shops at Asia Mall.

Northtown is also close to neighborhoods in Coon Rapids and Blaine where there is a growing Asian population, another reason Bui chose the north metro suburb for Asia Village.

The news is already creating interest from small tenants inquiring about leasing space in Asia Village, Bui said.

Two years ago, Blaine approved a master plan to redevelop and revitalize the state's sixth largest mall and the area around it. Asia Village will be the first piece toward that, said city spokesman Ben Hayle.

"The city is excited," Hayle said. "It will change what the mall looks and feels like. It will bring vibrancy to the area."

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EPA Bay Program's Latest Model Est. Decrease In Pollution

**Program have made progress towards meeting their 2025
pollution reduction goals**

PUBLISHED ON **May 7, 2024**



The Chesapeake Bay Program (CBP) announced new results yesterday, derived from its Watershed Model, that estimate jurisdictions in the Chesapeake Bay watershed have made progress towards meeting their 2025 pollution reduction goals. (Photo by Sara Cottle on Unsplash)

HARRISBURG, Pa. — The Chesapeake Bay Program (CBP) [announced new results yesterday](#), derived from its Watershed Model, that estimate jurisdictions in the Chesapeake Bay watershed have made progress towards meeting their 2025 pollution reduction goals.

Since 2010, the federal government, the six [Bay watershed states](#), and the District of Columbia have been working to meet the [Chesapeake Clean Water Blueprint's](#) 2025 deadline by adopting policies and practices to reduce nitrogen, phosphorus, and sediment pollution entering the Bay and its waterways. Despite significant water quality improvements, most partners are unlikely to meet most of these goals by 2025.

But CBP's recent estimates show progress. According to the model, as a result of an increase in pollution reduction practices being put into place and favorable environmental conditions,

pollution loads are estimated to have decreased watershed-wide between 2022 and 2023, with nitrogen falling 3.3 percent, phosphorus falling 4.5 percent, and overall sediment levels decreasing by 1 percent.

Alison Prost, the Chesapeake Bay Foundation’s Vice President for Environmental Protection and Restoration, issued the following statement:

“Now more than ever, we need strong state and federal leadership, committed partners, and a clear path forward for restoring a healthy, productive Chesapeake Bay. Despite significant gains estimated by the model’s data, including the largest year-to-year reduction from agricultural sources in Virginia and Pennsylvania, 2025 pollution reduction goals will not be met. These most recent model results are encouraging but on-the-ground outcomes don’t match up and the latest science tells us we can better optimize our efforts. Climate change is also making reducing pollution harder.

“The next phase of Bay cleanup will require bold thinking grounded in sound science and built on a foundation of accountability. Federal and state investments must be increased and implemented toward the most effective and efficient projects. Fortunately, the partnership has decades of experience to guide us. Acknowledging and learning from the lessons of the past is critical to building a resilient future for the Bay and its waterways.”

–BJ Small, CBF