

BOARD MEETING AGENDA
Coon Creek Watershed District Offices - Board Room
Monday, September 9, 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 August 26th**
- 6. Receive Administrator's Report**
- 7. Advisory Committee Report**
- 8. Bills/Accounts Payable**

POLICY ITEMS

- 9. 2025 Budget Hearing**

PERMIT ITEMS

DISCUSSION ITEMS

- 10. Riverview Creek Inspection Report**

INFORMATIONAL ITEMS

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, August 26, 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, Jim Hafner, Mary Campbell, and Dwight McCullough

Board Member Absent: Jason Lund

Staff Present: Bobbie Law, Tim Kelly, Jon Janke, Corinne Elfelt, and Michell Ulrich

Staff Present on Zoom: Abbey Lee, Erik Bye, and Justine Dauphinais

2. Approval of the Agenda

Board Member Lind moved to amend the agenda, moving Permit Items 9,10, and 11 to the Consent Agenda. Seconded by Board Member McCullough. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

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

3. Announcements

Mr. Kelly announced that the spill source creating a sheen on the Mississippi River has been determined, and is included as a discussion item later on the agenda.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of August 12, 2024

8. Approval of Bills for Payment:

Claims totaling \$ 32,971.23 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0040--FRONTIER PRECISION INC	2,298.50
V0054--MICHELLE J ULRICH PA	4,969.25
V0096--RANDY WESP EXCAVATING LLC	1,157.50
V0096--RANDY WESP EXCAVATING LLC	12,225.00
V0110--RESPEC COMPANY LLC	1,170.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00

V0138--RMB ENVIRONMENTAL LABORATORIES INC	72.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,125.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	216.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	216.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	237.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	168.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	207.00
V0221--ABDO LLP	3,327.50
V0221--ABDO LLP	132.50
V0236--B E LANDSCAPE DESIGN SERVICES	2,760.00
V0317--METRO STORAGE LLC	1,016.73
Grand total	32,971.23

The following Permit Items were moved to the Consent Agenda.

9. 24-013 Enchanted Estates 4th Addition

The purpose of this project, located at Austin St NE & 161st Ln NE in Ham Lake, is to create nine new single-family lots.

The staff recommendation was to approve permit application number P-24-013 with 3 conditions and 2 stipulations as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,850.00.
2. Submittal of the required \$10 administrative fee that is missing from the application and review fee check.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan to include the following:
 - a. Provide a note that soils and soils stockpiles will be stabilized within 24 hours of inactivity.
 - b. A note that streets will be swept clean of sediment by the end of each workday.

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

10. 24-042 Hogie Driveway

The purpose of this project, located at a 10-acre parcel on the north side of Old Constance, 3rd parcel west of university extension in Andover, is to construct a driveway and shed.

The staff recommendation was to approve permit application number P-24-042 with 2 conditions and 2 stipulations as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,190.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include the following:
 - a. A note that soils and soil stockpiles will be stabilized within 24 hours of inactivity.
 - b. A note that streets will be swept free of sediment by the end of each workday.

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 grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.

11. 24-035 LaMettry's Collision

The purpose of this project, located at 2101 108th Lane NE in Blaine, is to redevelop an existing commercial area including parking and associated stormwater treatment features.

The staff recommendation was to approve permit application number P-24-035 with 3 conditions and 3 stipulations as presented in the staff report:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,435.00.

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.

Rule 4.0 – Soils and Erosion Control

3. Update the erosion and sediment control plan to include the following:
 - a. A note to stabilize soils and soil stockpiles within 24 hours of inactivity.
 - b. 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. 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. Completion of a post construction infiltration test on Infiltration Basin 100 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. 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 Campbell. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays

POLICY ITEMS

7. 2025 Draft Budget

Mr. Kelly presented the draft 2025 budget, pointing out that the District's Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) have reviewed the draft 2025 budget at their August 2024 meetings, with no significant comments or proposed changes. Mr. Kelly noted that impact details of the proposed tax levy are provided in the staff budget report. Mr. Kelly recommended that the Board direct staff to publish notice of a public hearing on the proposed 2025 budget to be held on September 9th, 2024.

Board Member Lind moved to direct staff to publish notice of a public hearing on the proposed 2025 budget scheduled for September 9, 2024. Seconded by Board Member Hafner. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays

8. Seek Bids Lower Coon Creek Corridor Restoration Project

Mr. Janke explained the work planned for the Lower Coon Creek Corridor Restoration project, the design and public contract process. Mr. Janke requested the Board authorize staff to seek bids for the project.

Board Member McCullough moved to authorize staff to seek bids for the Lower Coon Creek Corridor Restoration project. Seconded by Board Member Campbell. The motion carried with 3 yeas (Board Members Campbell, Hafner, and McCullough) and no nays. Manager Lind abstained.

PERMIT ITEMS

All permit items were moved to the consent agenda.

DISCUSSION ITEMS

12. Mercy Hospital-Unity IDDE Update

Ms. Dauphinais provided an update on the identification of the illicit discharge source at Mercy Hospital. Continuous monitoring equipment assisted District staff in identifying the source. Over three weeks of monitoring the illicit discharge was tracked to Mercy Hospital and reported. The discharge was determined to be salt from the hospital's water-softening system. The hospital has applied for a permit to redirect the saltwater outputs. Ms. Dauphinais advised that the staff memo on this subject is formal documentation under the District's MS4 program.

Managers discussed the hospital's plumbing system. The hospital was constructed in the 1970s, and its plumbing would have been installed prior to the Clean Water Act. The hospital is awaiting a permitting review to complete the required work to correct this problem.

13. Possible Contaminants Spill in Mississippi River near Coon Rapids

Mr. Janke provided an overview of the oil sheen recently observed on the Mississippi River. He noted that multiple organizations with overlapping jurisdictions are working to protect the Mississippi River. It has been determined that a dam on the Mississippi had a damaged valve releasing lubricant into the water. No dead fish or insects were identified. Mr. Janke noted that many partners including the District have worked cooperatively in identifying the contaminant source.

Managers discussed the extent of the damage to the valve(s) on the dam. Staff noted that the repair will take a significant amount of time to complete.

INFORMATIONAL ITEMS

14. MPR News article on Lake shoreline – Trouble by the water

This article highlights development occurring on natural shorelines and the varied agency approaches to educating homeowners on the importance of natural shorelines.

15. MPR News article on Lake shoreline – Paying homeowners to keep natural shorelines

This article summarizes a 24-year-old program developed in Burnett County Wisconsin, encouraging homeowners to retain natural shorelines. Comfort Lake Forest Lake Watershed District is adopting a similar program in Minnesota to incentivize good property management.

16. Anoka Union article on Shorelines -Restoring buffer zones on lakes & rivers

This article discusses buffer zones and their ability to filter, stabilize, support, and promote water quality. It outlines the steps homeowners can take to restore a buffer zone on their shoreline property.

17. MPR News article – Quit mowing: Turning Minnesota lake homeowners into shoreline stewards, one lawn at a time

This article outlines an interview with Dorothy Whitmer, a resident of Gull Lake in Brainerd, and her efforts to shift the culture to promote healthy shoreline stewards.

ADJOURN

Board Member Lind moved to adjourn at 5:54 pm. Seconded by Board Member Campbell. The motion carried with 4 yeas (Board Members Campbell, Hafner, Lind, and McCullough) and no nays.

President

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

MEETING DATE: September 9, 2024
AGENDA NUMBER: 6
ITEM: Administrator's Report

AGENDA: Consent

REQUESTED ACTION:

Receive report.

ADMINISTRATOR'S EVALUATION

Upcoming Board Considerations

- December – 2025 Tax Levy
-

District Capacity and Capability

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

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

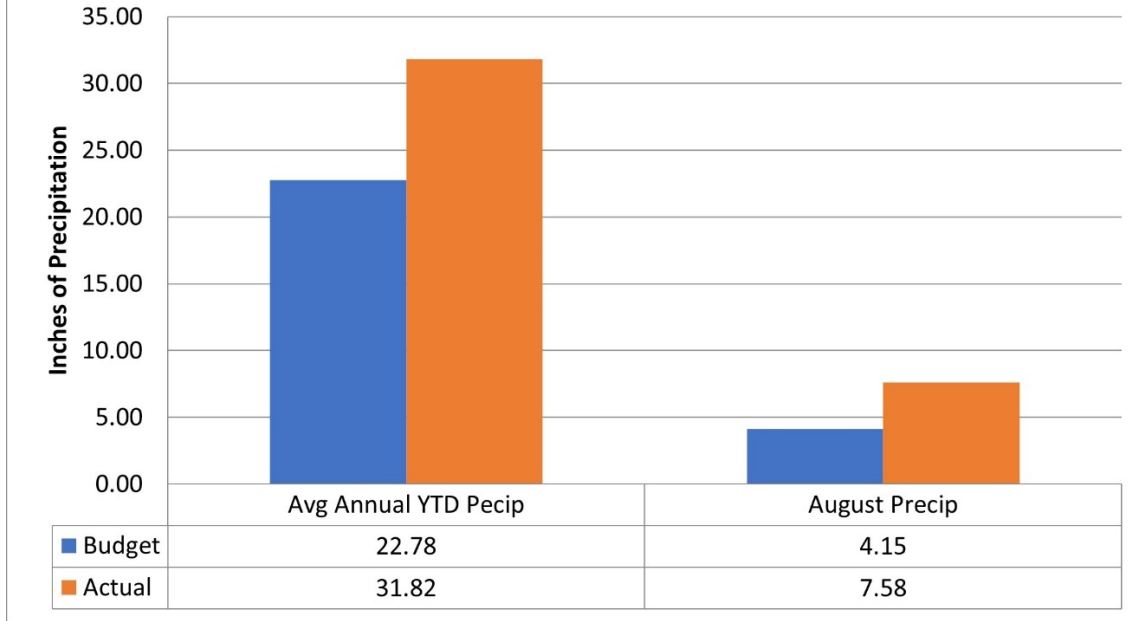
MANAGEMENT SITUATION

The District averaged 7.6 Inches of precipitation in the month of August. That leaves the District 3.4 inches or 83% above average for the month and 9.0 inches or 40% above for the year. Growing season precipitation (May-August) is 8.1 inches or 55% above average.

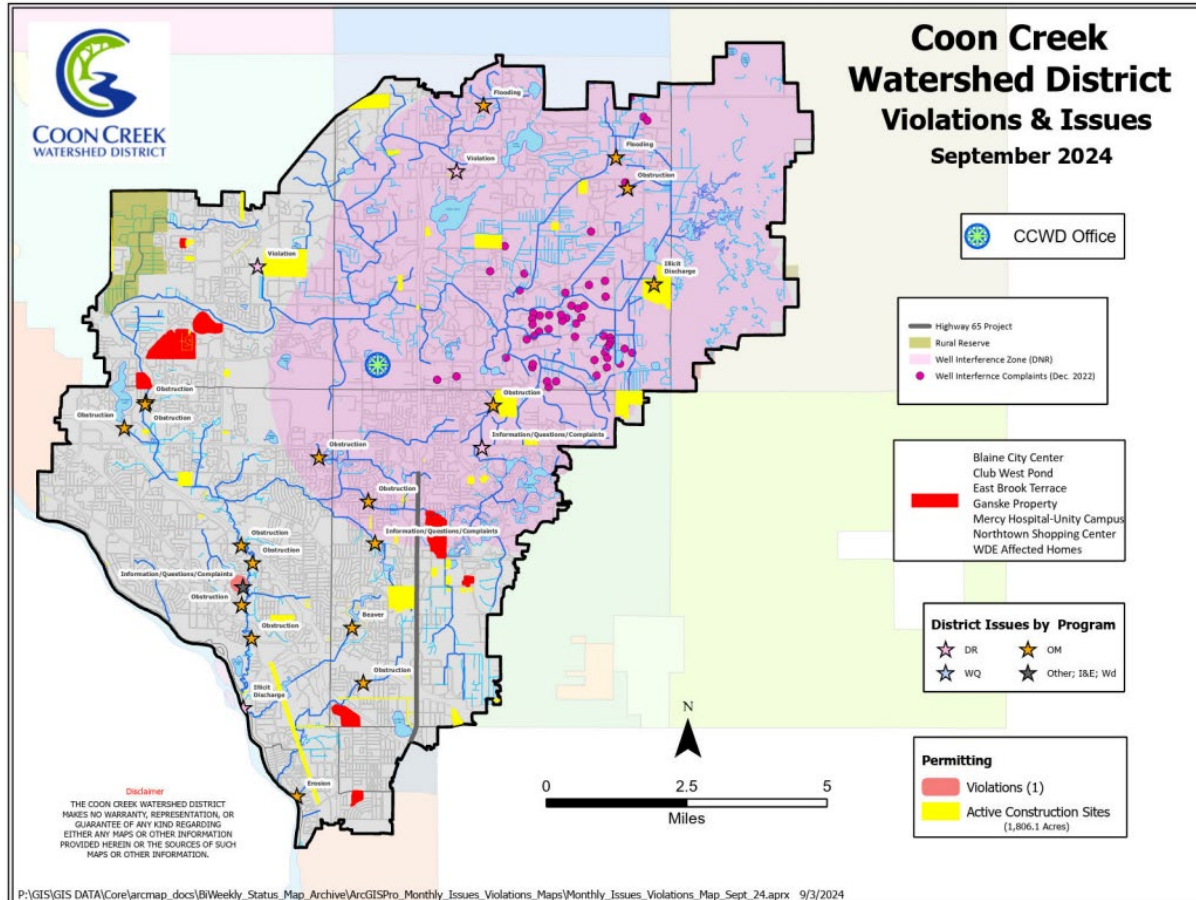
Water levels and flows in streams/ditches across the District are currently on the high end of normal for this time of year, but are receding steadily. Water levels in lakes, ponds, and wetlands are back to the normal range or on the high end of normal after recent years of drought. Soils are more saturated than they have been in recent years, but capacity remains favorable in the event the District receives more significant precipitation.

The National Weather Service is predicting less than 0.25” of precipitation over the next 7 days.

2024 Water Watch



Problems, Issues, and Concerns



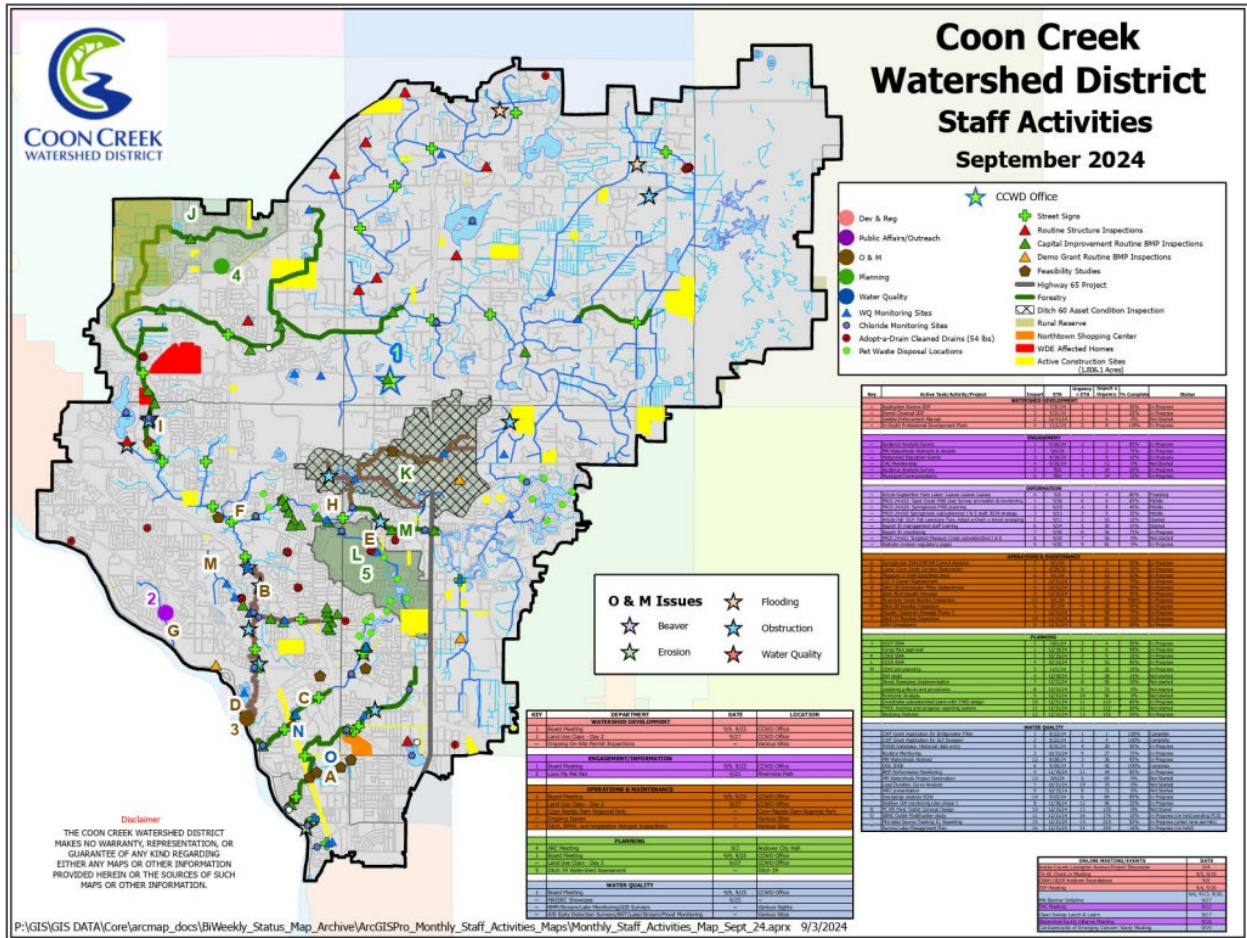
Cooperator Actions

Agency	Status
BWSR	<ul style="list-style-type: none"> • BWSR is engaging in an inclusive, participatory strategic planning process. •
Clean Water Council	<ul style="list-style-type: none"> • Meets September 16
DNR	Stream Restoration Work Group will be holding their quarterly meeting at the District office Friday September 20.
Met Council	<ul style="list-style-type: none"> • "Imagine 2050- Water Policy Plan" is out for public review and comment until October 12.
MN DOT	<ul style="list-style-type: none"> •

Collaborator Actions

Collaborator	Description
Anoka Conservation District	<ul style="list-style-type: none"> • Budget
Anoka County	<ul style="list-style-type: none"> • New Conty Administrator Jim Dickinson starts September 9. • Rebecca Haug, former CCWD & Blaine Stormwater Manager begins as County Storm Water Coordinator September 9.
Andover	<ul style="list-style-type: none"> • Interim City Administrator is Dave Berkowitz
Blaine	Discussion of Preliminary Property Tax and Draft Agenda
Columbus	
Coon Rapids	
Fridley	
Ham Lake	
Spring Lake Park	

STAFF ACTIVITIES



Special Projects

Anoka County Transition:

Benefits Replacement: Various plans have been received and are in the process of being analyzed. We are approaching open enrollment. The District will bring a time table for Board review to the next meeting.

Comp Plan Review:

- Plan has been submitted. Is scheduled for review before the Regional Committee October 7.

MANAGEMENT DISPOSITION

Equipment and Facilities:

All equipment is in good working condition.

Financial Position:

**Coon Creek Watershed District
CCWD - Budget Report**

As of Date:

08/31/2024

	Year Ending 12/31/2024	Year To Date 08/31/2024			
	CCWD 2024 Budget	CCWD 2024 Budget YTD	Actual Expenses YTD	Variance YTD	
Revenue					
Property Taxes	4,965,765.00	3,310,512.00	2,594,543.71	715,968.29	-22%
Fees & Charges	298,423.00	198,952.00	143,697.14	55,254.86	-28%
Grants	314,539.00	209,696.00	226,013.90	(16,317.90)	8%
Other Revenue	28,042.00	18,696.00	106,995.63	(88,299.63)	472%
Total Revenue	5,606,769.00	3,737,856.00	3,071,250.38	666,605.62	-18%
Expense					
Salaries & Benefits	1,981,605.00	1,321,080.00	1,106,673.96	214,406.04	-16%
Professional Services	589,000.00	392,680.00	193,680.74	198,999.26	-51%
Operating Expenses	239,164.00	159,456.00	142,775.93	16,680.07	-10%
Program Expense	2,757,867.00	1,838,592.00	774,844.49	1,063,747.51	-58%
Capitalized Expenses	166,708.00	111,144.00	53,093.33	58,050.67	-52%
Total Expense	5,734,344.00	3,822,952.00	2,271,068.45	1,551,883.55	-41%

Coon Creek Watershed District

Cash Balance

As of Date:

08/31/2024

	Escrow Fund	General Fund	All Funds
	Month Ending 08/31/2024	Month Ending 08/31/2024	Month Ending 08/31/2024
Cash and Cash Equivalents			
Cash	1,899,284.17	(2,148,369.73)	(249,085.56)
Petty Cash	0.00	250.00	250.00
Investment Account	5,070.00	4,650,498.37	4,655,568.37
Total Cash and Cash Equivalents	1,904,354.17	2,502,378.64	4,406,732.81

August started with an operational fund balance of approximately \$2,733,980.34

Change in net cash position was -\$231,601.70

Balance of the escrow trust fund is \$1,925,729.62

Seven months into the fiscal year, the budget variance is -%23 less than planned

Staffing:

- Health: Staff are generally in good health. In August-early September, 1 employee was out with Covid
- Personnel Manual: No report
- Staff Availability:
 - Over the month of August, the District staffing will be at 94%
- Vacancies/New Hires
 - No vacancies

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

MEETING DATE: September 9, 2024
AGENDA NUMBER: 7
ITEM: Advisory Committees Report

AGENDA: Policy Discussion Information

ACTION REQUESTED

Receive Report

BACKGROUND

The Citizen Advisory Committee (CAC) did met on August 14th. The Technical Advisory Committee (TAC) met on August 8th.

- The next CAC meeting scheduled: September 11th at 4:30 pm hybrid with Zoom.
- The next TAC meeting scheduled: September 12th at 8:30 am hybrid with Zoom.

ISSUES/CONCERNS

Citizen Advisory Committee (CAC)

All members of the CAC were present at the meeting, along with CCWD staff Tim Kelly, Jessica Lindemyer, Erin Margl, and Erik Bye.

1. Open Forum

Gary Nereson asked that any future budget documents are provided to the CAC a week in advance of the meeting that it will be discussed.

Paddy Jones inquired about the status of the potential wetland bank behind his property. District Administrator, Tim Kelly, confirmed that preliminary work is still being completed to confirm the viability of a wetland bank in that area.

2. District Update

Engagement Coordinator, Jessica Lindemyer, gave a brief update on various District activities including the comprehensive plan and 2025 budget, as well as August precipitation data.

3. Comp Plan

Planning Coordinator, Erik Bye, provided a summary of the Comprehensive Plan process completed to date and the final steps to be completed before the plan is officially adopted.

4. Wetland Conservation Act Changes

Watershed Development Coordinator, Erin Margl, introduced the Wetland Conservation Act (WCA) to the CAC. She discussed what WCA is and how Coon Creek Watershed District interacts with it, including the recent legislative changes.

5. Staff Spotlight: Administration

An overview of the District's administrative program was provided by Tim Kelly; including an introduction of the administrative staff and their individual roles at the District.

Separation from Anoka County

Tim Kelly confirmed that the separation from Anoka County is nearing completion. There are two main areas that need to be separated 1) Finance & Accounting and 2) Benefits. The financial separation from the County is complete. However, the benefits transition and separation are still underway.

Budget Process & Draft 2025 Budget

Tim Kelly reviewed the budget process, including the typical timeline for analysis, fine tuning, review, and adoption of the budget. He walked through some of the major changes in the budget and the proposed levy increase.

There was general discussion about the increase to program costs and how the separation from the County is impacting the District's budget.

Technical Advisory Committee (TAC)

The majority of the TAC was present at the meeting; absent were Board of Soil and Water Resources (BWSR) and Columbus.

1. Management Situation

Jon Janke provided the TAC with a brief update on recent weather and hydrology. The District is currently 5-10% above average for rainfall during the growing season. There has been more instances of minor maintenance work such as downed trees and debris than there has been instances of actual flooding. Soil moisture has been consistently wet throughout the season.

Tim Kelly informed the TAC that the Army Corps of Engineers, MnDNR, PCA, and BWSR have put together a regional wetland assessment tool. While this tool will not currently affect the group on a day-to-day basis, it is expected to be the tool that will be used to assess the affect on the quality of wetland impacts when it comes to water quality improvement projects.

The Metropolitan Council has put out their 2050 Regional Development Guide for public review. This includes a [Water Policy Plan](#). The review period is August 15 - October 2nd.

2. Concerns

Jon Janke gave a brief update on the Lower Coon Creek Corridor Restoration Project at Coon Rapids Dam Regional Park stating that the County is currently working on the bridge and culvert replacements. The CCWD creek restoration work will occur over the winter with the bidding process to occur in the next month or so.

The watershed has received quotes for geotechnical work in the Ditch 39 subwatershed. This work will assess the viability of three potential site for the implementation of a large regional stormwater filter. The contract will be awarded next week and more details should be available at the next TAC meeting in September.

Tim Kelly inquired about instances of downed trees throughout the watershed. Both Kameron Kytonen of Andover and Megan Hedstrom of Blaine reported an uptick in reports of downed trees recently.

Justine Dauphinais informed the TAC that the deadline for Clean Water Fund competitive grant applications is August 22nd. CCWD will be submitting a grant application for the Ditch 39 regional filters and is also assisting Spring Lake Park in submitting and application to purchase a street sweeper. Grant awards are announced in December.

3. Briefs

a. 2025 Budget

A copy of the CCWD 2025 draft budget will be sent out to the TAC after the meeting. TAC members should review the budget and provide any comments or concerns to Tim Kelly by August 20th.

b. 2025 Cost Share Project Summary

Erik Bye gave a presentation on the cost-shared projects scheduled for 2025. These projects include Bridgewater South IESF, MnDOT Pond Smart Outlet Retrofit, and Spring Brook Creek Nature Center Outlet Retrofit.

c. Comprehensive Plan

Tim Kelly summarized the timeline of events surrounding the development of the 2024-2033 Comprehensive Watershed Management Plan. On August 12th the CCWD Board of Managers will approve the plan for the 90-day review by the Board of Water and Soil Resources. Once BWSR has approved the Plan, CCWD will formerly adopt it.

CCWD will be presenting to the regional committee on the Plan in early October and may ask a few of the TAC members to accompany.

4. Other Water Management Concerns

a. Floodplain Maps

Jason Law raised concerns regarding draft Atlas 14 floodplain maps and the DNR HUC 8 study. He was concerned that the draft Atlas 14 floodplain map didn't include 2022 LIDAR and any topography changes since the last LIDAR wouldn't be included in the DNR-approved FEMA maps. He was also concerned that LOMAs done for recent developments wouldn't be included in updated DNR FEMA maps and that the City would need to go through the Letter of Map Amendment (LOMA) process again once the updated FEMA maps came out. He was also concerned about developments completed after 2022 being included in updated FEMA maps because they wouldn't be included in 2022 LIDAR.

Eileen Weigel noted that the DNR will use the best available data to recreate the final FEMA maps. She also noted that cities should not need to go through the entire LOMA process again and that it should be more of a verification process for the LOMAs. DNR will work directly with the cities on this. Eileen also stated the DNR should have grading plans for LOMAs done since 2022 and that the updated FEMA maps should account for those.

Tim Kelly confirmed that he would work on getting a representative from the DNR to one of the next TAC meetings.

5. Announcements

a. HOA Stormwater Toolkit

Dawn Doering shared the HOA Stormwater Toolkit that was put together by Washington Conservation District. The purpose of this toolkit is to provide HOAs with educational information regarding their stormwater responsibilities. The Minnesota Stormwater Council was involved in the development of the toolkit.

b. Sweeping & Salting Showdown Equipment Showcase

Erik Bye notified the TAC that the Clean Sweep Education & Training Program is hosting an equipment showcase on August 28th. The event will be held at the Minnetonka Public Works Facility and feature a variety of presentations and equipment demonstrations.

RECOMMENDATION

Receive Report

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

MEETING DATE: September 9, 2024
AGENDA NUMBER: 8
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
 Approve bills

BACKGROUND

Claims totaling \$187,587.25 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	6,603.88
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0030--CONNEXUS ENERGY	319.91
V0054--MICHELLE J ULRICH PA	2,313.50
V0090--CENTERPOINT ENERGY-UTILITY	31.26
V0111--WELL GROOMED LAWNS INC	688.00
V0120--PARENT CUSTOM HOMES LLC	1,843.00
V0128--YTS COMPANIES LLC	4,506.25
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,125.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	237.00
V0195--STANTEC CONSULTING SERVICES INC	33,287.49
V0195--STANTEC CONSULTING SERVICES INC	33,301.47
V0195--STANTEC CONSULTING SERVICES INC	3,332.00
V0195--STANTEC CONSULTING SERVICES INC	47,880.44
V0197--VANDERBILT, CHASE	16.87
V0221--ABDO LLP	15,948.00
V0221--ABDO LLP	3,327.50
V0242--METRO I NET	5,398.00
V0249--PLAUDIT DESIGN	450.00
V0269--CENTERPOINT ENERGY-ESCROW	2,535.82
V0269--CENTERPOINT ENERGY-ESCROW	1,058.25
V0275--KISTERS NORTH AMERICA INC	3,000.00
V0318--MANTHEI, ROBIN	1,602.25
V0319--GAGNON, PAUL	5,913.70
V0320--MEADOWLAND ESTATES LLC	2,445.99
V0321--OAK MEADOWS LAND HOLDING LLC	5,260.10
V0322--ROERS BLAINE 55+ LLC	4,085.32
	187,587.25

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: September 9, 2024
AGENDA NUMBER: 9
ITEM: Hearing on 2025 Budget

FISCAL IMPACT: Policy
POLICY IMPACT: Budgeted

REQUEST

Hold hearing and adopt 2025 budget as required by M.S. 103D.

PURPOSE & SCOPE OF ITEM

The approval and adoption of the 2025 budget.

The budget represents the set of planned revenues and expenses needed to fund District programs and activities that fulfill the District’s legal obligations for managing water and related resources within the Watershed District

BACKGROUND

In March 2024, the Board adopted a budget calendar for the development of the 2025 operating budget. Budget development occurred in three basic phases (detail development, Board review and refinement, public and stakeholder review).

On July 29, the Board approved a rough draft budget for review and comment by the advisory committees and requested feedback from those committees. The District received no comments that led to a change in the budget. Comments were addressed at the August 12 and 26th Board meetings.

On August 26 the Board approved a Draft budget for public review and hearing.

COORDINATION

Advisory Committees: Both advisory committees were briefed and consulted monthly during the budget development phase in April, May, and June. They reviewed the Rough Draft and Draft Budgets at their July and August meetings.

Citizen Advisory Committee (CAC): Presented and discussed rough draft and draft budget with the Citizen Advisory Committee. July 10, and August 14.

Technical Advisory Committee (TAC): Presented and discussed rough draft and draft budget with the Citizen Advisory Committee. July 11, and August 8.

FACTS

- Adoption of an operating budget is required by statute to be adopted by the Board by September 15 of each year (M.S. 103B & M.S. 103D)
- A public hearing is required prior to Board adoption of the operating budget (M.S. 103B & M.S. 103D)

- Participation by the public and major stakeholders is encouraged (MR 8410)
- The 2025 budget development process commenced in March, and some element of the budget has been before the Board at each of the 12 Board meetings since that time.
- Comments from the Advisory Committees were presented and discussed at the August 12 and 26th meetings.
- The Board has reviewed and commented on the 2025 budget in its entirety on four separate occasions. All approved changes have been included.

ISSUES/CONCERNS

1. **Public Notice:** The draft budget was noticed on the District web site August 27 and August 30 and September 6, in the Anoka County Union Herald and the Blaine/Spring Lake Park/Fridley Life
2. **Hearing requirements:** Minnesota Statutes 103B & 103D requires the Board to convene a public hearing to allow the public to comment on the proposed 2025 budget. A potential outline for the hearing would be:
 - a. Call to order
 - b. Review Statutory Purpose of the District and the Requirement for the development and adoption of annual budget
 - c. Review proposed 2025 budget
 - d. Receive public comment
 - e. Close public comment
 - f. Discuss public comment
 - g. Close hearing
3. **Adoption of the Budget:** Adoption of the budget is a separate act of the Board, must be done before September 15 and can not be done until the Board has closed a public hearing on the budget.
4. **Property Tax Levy:** Adoption of the budget is not a certification of property taxes payable in 2025. Certification of taxes payable in 2025 is not required and by tradition does not occur until the first Board meeting in December.

However, once the budget is adopted and the proposed levy amount is reported to Anoka County under the “Truth in Taxation” requirements, the Board is prohibited from certifying a levy larger than the levy amount reported to Anoka County. The Board may, however, decrease the amount reported. Any decreases in the levy should be preceded by a review and revisions in expenditures to ensure the revised budget is balanced.

5. **Comments:** The District has received no comments on the draft budget.

6. Proposed 2025 Budget:

Revenues	2025
Property Tax	\$ 6,189,240
Fees & Charges	298,423
Grants	2,566,549
Other Revenue	115,000
Fund Balance Used	40,225
Total Revenue	\$ 9,209,437
Expenditures	
Salaries & Benefits	2,414,928
Professional Services	489,487
Operating Expenses	317,241
Program Costs	5,789,607
Capital Costs	198,174
Total Expenses	\$ 9,209,437

CONCLUSIONS

The proposed budget:

1. Positions the District for long-term effectiveness.
2. Meets the fiscal goal of a General Fund balance of no less than 45% of planned essential 2025 General Fund expenditures.
3. Recommends capital equipment purchases and replacement based on a comprehensive review of the condition of capital equipment.
4. Used long-term financial models to help designate appropriate capital resources for future District needs.
5. Was developed using and is consistent with the Comprehensive Plan
6. Supports the implementation of Board policies and goals.
7. Is responsive to changes in community conditions in a cost-effective manner.

OPTIONS

1. Hold public hearing and adopt budget as proposed.
2. Hold public hearing, modify budget and adopt budget with modifications.
3. Hold public hearing, table budget and direct staff to notice an emergency meeting for some time before this coming Friday.
4. Hold public hearing and adopt 2025 budget and proposed levy

RECOMMENDATION

Convene public hearing and then adopt budget.

IMPLEMENTATION

1. Hold hearing using the following agenda
 - a. Call to order
 - b. Review Statutory Purpose of the District and the Requirement for the development and adoption of annual budget
 - c. Review proposed 2025 budget
 - d. Receive public comment
 - e. Close public comment
 - f. Discuss public comment
 - g. Close hearing
2. Close hearing
3. Motion to adopt budget as presented/modified
 - a. Option: Adopt attached budget resolution. Not required.

**RESOLUTION ADOPTING THE COON CREEK WATERSHED DISTRICT 2025 BUDGET
RESOLUTION 24-004**

WHEREAS the preparation and adoption of budgets is recognized as sound financial practice; and

WHEREAS, the Coon Creek Watershed District has the responsibility to manage the public’s funds appropriately and efficiently; and

WHEREAS Minnesota States 103B and 103D require the District to adopt a budget prior to September 15, 2025.

NOW, THEREFORE, BE IT RESOLVED that the District Board of the Coon Creek Watershed District hereby adopts an annual operating budget totaling \$9,209,437 for the fiscal year beginning January 1, 2025, and ending December 31, 2025

BE IT FURTHER RESOLVED that the District Board of the Coon Creek Watershed District hereby establishes the 2025 Coon Creek Watershed District Operating Budget as follows:

Revenues	Proposed 2025 Budget	
Property Taxes	\$	6,189,240
Fees & Charges	\$	298,423
Grants	\$	2,566,549
Other Revenue	\$	115,000
Fund Balances	\$	40,225
Total Revenue	\$	9,209,437
Expenditures		
Salaries & Benefits	\$	2,414,928
Professional Services	\$	489,487
Operating Expenses	\$	317,241
Program Costs	\$	5,789,607
Capital Costs	\$	198,174
Total Expenditures	\$	9,209,437

NOTICE OF PROPOSED PROPERTY TAXES and BUDGET

The Board of Managers of the Coon Creek Watershed District will hold a public hearing on:
 Monday, September 9, 2024
 5:30 PM
 Coon Creek Watershed District
 13632 Van Buren St NE
 Ham Lake, MN 55304

All residents of the Watershed District are invited to attend the public hearing on the proposed 2025 budget to express their opinions on the budget and the amount of property taxes the Board of Managers propose to collect to pay for District services to be provided in 2025. If the discussion on the budget cannot be completed, a time and place for continuing the discussion will be announced at the hearing.

The property tax amounts are the total amount of property taxes the Board of Managers proposes to collect in 2025 and the estimated percent change each property will pay compared to the previous year:

Proposed 2025	
Property Tax	Pct
<u>Levy</u>	<u>Change</u>
\$6,189,240	25%

The complete budget document can be reviewed at the District office at the address below or on the District website (www.cooncreekwd.org). You are invited to send written comments to:

President
 Coon Creek Watershed District
 13632 Van Buren St NE
 Ham Lake, MN 55304

Revenues	2025
Property Tax	\$ 6,189,240
Fees & Charges	298,423
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Total Expenses	\$ 9,209,437

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

MEETING DATE: September 9, 2024
AGENDA NUMBER: 10
ITEM: Riverview Creek Inspection Report

POLICY IMPACT: Policy
FISCAL IMPACT: Budgeted

REQUEST

Receive inspection report.

BACKGROUND

This inspection is part of the District’s Operations and Maintenance (O&M) program and the National Pollutant Discharge Elimination System (NPDES) requirement of inspecting 20% of the open channels annually.

Riverview Creek is located in western Coon Rapids and drains directly to the Mississippi River.

The channel is 1.46 miles (7,703 feet)

Drainage area is 1.43 square miles (916.5 acres)

0 Public Laterals

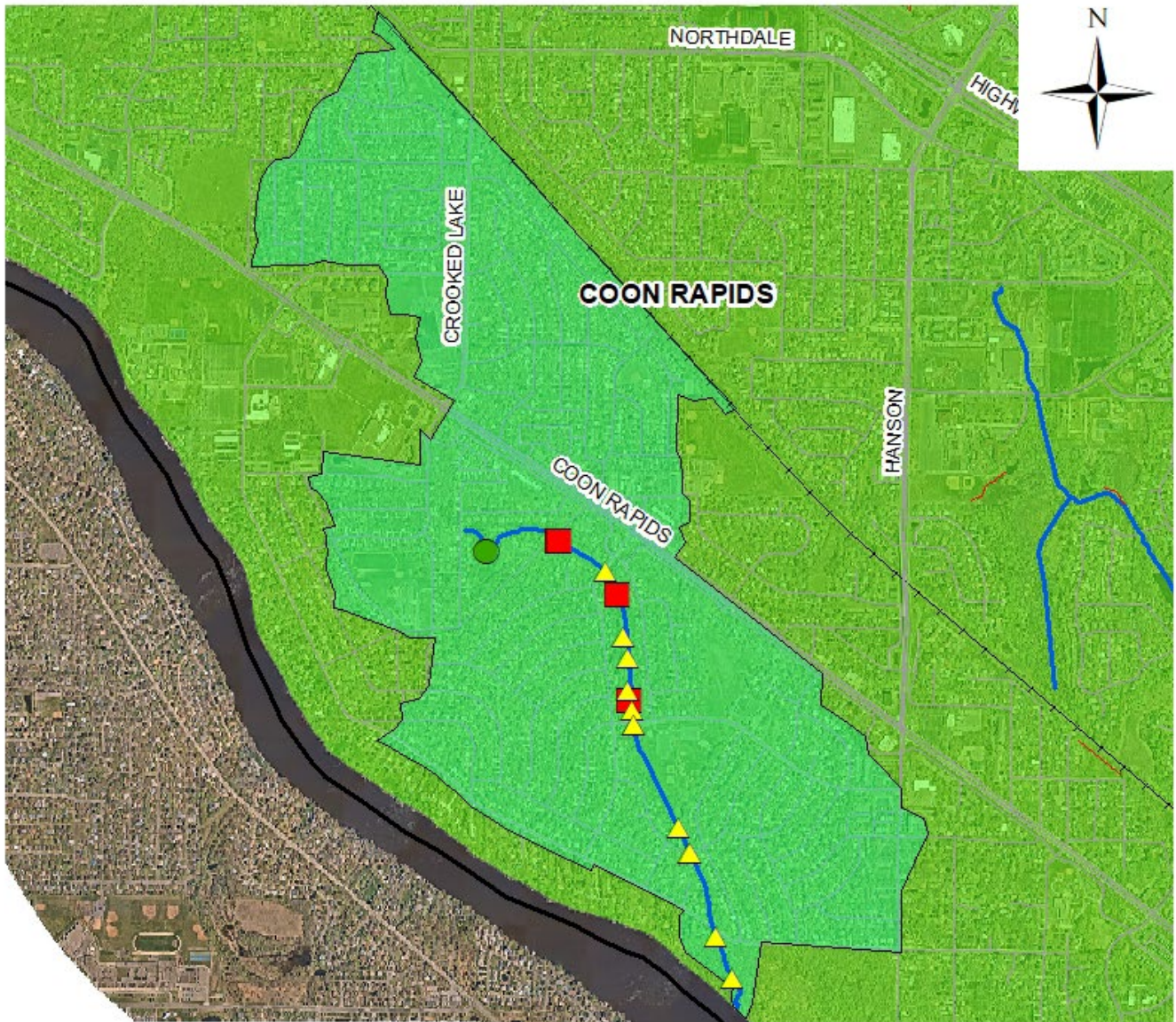
IDENTIFIED MAINTENANCE NEEDS

Need	Count	Cost Estimate	Immediate	Repair	Monitor
Obstruction	3	\$2,000	\$0	\$1,000	\$1,000
Ditch Repair	1	\$7,264	\$0	\$0	\$7,264
Bank Failure	1	\$3,620	\$0	\$3,620	\$0
Illicit Discharge	1	\$0	\$0	\$0	\$0
Beaver	0	\$0	\$0	\$0	\$0
Other	11	\$0	\$0	\$0	\$0
	17	\$12,884	\$0	\$4,620	\$8,264

RECOMMENDATION

1. Receive report.

Riverview Creek General



0 2,000 4,000 Feet

- Private Ditch
- Public Ditch
- Roads
- Subwatershed
- CCWD Boundary
- Maintenance Rec.
- Monitor
- No Problem
- MajorRoads
- COON RAPIDS



0 5 10 Miles