

BOARD MEETING AGENDA
Coon Creek Watershed District Offices - Conference Room
Monday, January 27, 2025, 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 – January 13, 2025**
- 6. Bills/Accounts Payable**

POLICY ITEMS

- 7. Consent Items Action for January 1, 2025, Meeting**
- 8. Appointment to Citizen Advisory Committee (CAC)**
- 9. Initiation of Comprehensive Plan Amendment – CIP update**
- 10. Initiation of Permit Application and Review Fees Study**

PERMIT ITEMS

None

DISCUSSION ITEMS

- 11. Annual Aquatic Invasive Species Update**
- 12. Draft Personnel Manual**
- 13. Results from Phase 1 Municipal Insights Survey**
- 14. Ditch 37 Inspection Report**
- 15. Ditch 57 Inspection Report**

INFORMATIONAL ITEMS

None

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, January 13, 2025, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:30 PM

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

Staff Present: Tim Kelly, Corinne Elfelt, Erin Margl, Jon Janke, and Michelle Ulrich

2. Approval of the Agenda

Board Member Lind moved to add permit items 14 and 15, to the Consent Items. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell moved to add Policy Items 9, 10, 11, 12 and 13 to the Consent Agenda. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell moved to approve the amended agenda adding items 9, 10, 11, 12, 13, 14 and 15 to the Consent Items. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Due to the need to handle the Resolutions individually, Board Member Campbell amended her motion and moved Policy Items 9 and 10 be removed from the Consent Agenda. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell amended her motion to approve the amended agenda to include only items 5, 6, 7, 8, 11, 12, 13, 14 and 15 as Consent Items. Seconded by Erin Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

3. Announcements

Administrator Kelly announced to the Board the passing of City of Ham Lake Engineer, Tom Collins.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of December 9, 2024

6. Administrator’s Report
7. Advisory Committee Report
8. Approval of Bills for Payment

Claims totaling \$465,589.62 on the following disbursement(s) lists were issued.

December 31, 2024

Vendor	Amount
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0221--ABDO LLP	4,618.75
V0015--ANOKA COUNTY MN	153,184.50
V0268--ANOKA COUNTY PARKS	15,000.00
V0348--BLUE CROSS BLUE SHIELD OF MN	25,797.38
V0351--DELTA DENTAL OF MN	1,824.42
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,192.34
V0349--HOUSE RESCUERS LLC	2,400.00
V0052--LOFFLER COMPANIES INC	127.16
V0299--MP+G MARKETING SOLUTIONS LLC	18,500.00
V0302--PETTY CASH C/O JULIE PETERSON	109.21
V0247--POOP 911 OF MPLS STP LLC	1,049.40
V0096--RANDY WESP EXCAVATING LLC	12,755.00
V0110--RESPEC COMPANY LLC	6,787.50
V0195--STANTEC CONSULTING SERVICES INC	57,068.15
V0094--STATE OF MN AUDITOR	15,935.98
V0008--US BANK	7,112.99
V0111--WELL GROOMED LAWNS INC	890.00
V0128--YTS COMPANIES LLC	5,250.00
Grand Total	330,679.03

January 13, 2025

Vendor	Amount
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0015--ANOKA COUNTY MN	8,812.86
V0044--HAMLINE UNIVERSITY	5,000.00
V0052--LOFFLER COMPANIES INC	160.02
V0054--MICHELLE J ULRICH PA	3,904.75
V0056--MINNESOTA WATERSHEDS	12,500.00
V0128--YTS COMPANIES LLC	3,237.50
V0190--MARGL, ERIN	1,334.00
V0221--ABDO LLP	7,700.00
V0221--ABDO LLP	66.25
V0242--METRO I NET	6,753.00
V0247--POOP 911 OF MPLS STP LLC	1,476.75
V0348--BLUE CROSS BLUE SHIELD OF MN	16,725.10
V0353--MECA	435.00
V0352--HEALTH EQUITY	63,328.06
V0354--LEAGUE OF MN CITIES-DUES	2,358.00
Grand Total	134,910.59

The following policy items were moved to the Consent Agenda.

11. Designation of Fund Equity

As outlined in the Board report, Kelly reiterated that the State Auditor recommends that the District maintain an unreserved Fund Balance of approximately 35% to 50% of Operating Revenue or no less than five (5) months (21%) of operating expenditures. For the year 2025, designated fund equities would be \$1,892,365.

Staff recommendation was to designate \$1,892,265 for fund equity.

12. 2025 Mileage Rates

Kelly informed the Board the State Auditor has recommended that the Board explicitly adopt mileage rates effective for the year. As provided in the Board report, effective January 1, 2025, the Internal Revenue Service (IRS) reimbursement mileage rate is \$0.70 per mile.

Staff recommendation was to adopt the IRS standard rate of \$0.070 per mile for reimbursement for use of personal vehicles.

13. Board Waiver of Tort Liability

Kelly reminded the Board of the need to sign the League of Minnesota Cities Insurance Trust Waiver of Tort Liability. As outlined in the Board report, failing to waive the statutory tort limits may result in claimants recovering more than \$500,000.

Therefore, staff recommendation was the Board move to not waive the statutory tort liability limits.

The following permit items were moved to the Consent Agenda.

14. Andover Senior Campus (PAN P-24-045)

The purpose of this project is the development of a 15-acre parcel in Andover to include senior living buildings, future brownstone and townhome buildings, and commercial buildings. This permit applies to construction of phase 1 and approval of a stormwater master plan. This project will be located at the southeast corner of Hanson Blvd NE and Crosstown Blvd NE in Andover, Minnesota.

As outlined in the complete review report before the Board, staff recommends approval of the Permit Application Number (PAN) P-24-045 Andover Senior Campus with the following three (3) Conditions and three (3) Stipulations:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$8,850.00.

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 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. 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 post construction infiltration tests on Infiltration Basins 1 through 6 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.

15. Ensminger Estates (PAN P-24-040)

The purpose of this project is the mass grading, construction of stormwater management, house pad preparation and site restoration for three (3) new single-family residences located at 2045 Constance Blvd NE in Ham Lake, Minnesota.

As outlined in the complete review report before the Board, staff recommends approval of the Permit Application Number (PAN) P-24-040 Ensminger Estates with the following three (3) Conditions and four (4) Stipulations:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,100.00.

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 8.0 – Buffers

3. Update the buffer surrounding the Public Water to an average of 50 ft with a minimum of 30 ft.

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

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of a post construction infiltration test on Infiltration Basins 1, 2, and 3 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. 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.
4. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

POLICY ITEMS

9. Designation of Depository

Administrator Kelly explained the District is required to disclose its official depository annually. The request before the Board is the adoption of Resolution 2025-01 Designating the US Bank as the Official Depository of Coon Creek Watershed District.

Board Member Lind moved to adopt Resolution 2025-01 designating the US Bank as the official depository. Seconded by Board Member Lund.

Upon a vote, there were five (5) yeas and zero (0) nays as follows:

	Yea	Nay	Absent	Abstain
Hafner	X			
Lind	X			
Lund	X			
Campbell	X			
McCullough	X			

The Motion passed unanimously.

10. Designation of Official Paper

Mr. Kelly highlighted the need for the designation of official newspapers for the publication of legal notice pertaining to Coon Creek Watershed District. Kelly noted the Coon Creek Watershed District (CCWD) has designated the ABC newspapers, the Union Herald (Andover - Coon Rapids) and The Life (Blaine-Spring Lake Park-Fridley), to ensure broad coverage to CCWD constituents.

The request before the Board was the adoption of Resolution 2025-02 Designating the ABC News as the Official Newspapers of Coon Creek Watershed District.

Board Member Lund moved to adopt Resolution 2025-02 designating ABC News as the official newspapers for Coon Creek Watershed District. Seconded by Board Member McCullough.

Upon a vote, there were five (5) yeas and zero (0) nays as follows:

	Yea	Nay	Absent	Abstain
Hafner	X			
Lind	X			
Lund	X			
Campbell	X			
McCullough	X			

The motion passed unanimously.

11. Designation of Fund Equity *(moved to Consent Agenda)*

12. 2025 Mileage Rates *(moved to Consent Agenda)*

13. Board Waiver of Tort Liability *(moved to Consent Agenda)*

PERMIT ITEMS – *(moved to Consent Agenda)*

14. Andover Senior Campus (PAN P-24-045)

15. Ensminger Estates (PAN P-24-040)

DISCUSSION ITEMS

16. Update on the Lower Coon Creek Restoration Project

Jon Janke, Operation Director, provided a written update on the Lower Coon Creek Restoration Project and explained delays receiving the DNR Public Waters Work Permit due to work that may take place during the Blandings turtle hibernation period. Janke explained that this will cause delays and additional cost, yet staff anticipate the additional costs will remain within the projected budget. Janke explained the added communications plan that will take place with area residents due to the project being completed in two phases to protect the Blandings turtles.

17. Briefing: MPCA & DNR Regulatory Administration & Enforcement

A meeting was held at the District office at the request of Senator Michael Kreun to be briefed on the change in administration and enforcement of Minnesota Pollution Control Agency (MPCA) and the Department of Natural Resources (DNR) concerning 401 Certification, Protected Waters Permits, and Endangered and Threatened species.

INFORMATIONAL ITEMS

18. MW Legislative Talking Points

Board Members were provided a copy of the Minnesota Watershed 2025 Talking Points – Top Two Legislative Priorities. The two priorities were: develop legislation to implement a 60-day permit review period for the DNR and MPCA and develop regulatory approaches to reduce chloride contamination.

19. 2025 Board Meeting Schedule

The Board was provided a printed schedule of the 2025 Board of Managers meetings.

Board Member Campbell moved to adjourn at 6:16 pm. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Lund, Hafner, and Campbell) and no nays.

President

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 6
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
 Approve bills

BACKGROUND

Claims totaling \$322,749.68 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0015--ANOKA COUNTY MN	158,895.64
V0015--ANOKA COUNTY MN	35,418.00
V0040--FRONTIER PRECISION INC	33,361.47
V0045--HANS HAGEN HOMES INC	7,033.84
V0087--CLASSIC CONSTRUCTION INC	4,035.45
V0110--RESPEC COMPANY LLC	6,700.00
V0195--STANTEC CONSULTING SERVICES INC	6,507.97
V0195--STANTEC CONSULTING SERVICES INC	4,653.00
V0195--STANTEC CONSULTING SERVICES INC	9,580.07
V0221--ABDO LLP	20,163.75
V0290--BOULDER CONTRACTING INC	2,201.25
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,148.06
V0351--DELTA DENTAL OF MN	1,720.30
V0352--HEALTH EQUITY INC	32.50
V0352--HEALTH EQUITY INC	828.06
V0352--HEALTH EQUITY INC	780.00
V0355--105TH BBP B1 LLC	4,589.88
V0356--JONATHAN KALLESTAD	1,257.66
V0357--SM HENTGES & SONS INC	2,946.55
V0358--EUGENE TOMAS	3,365.35
V0359--INSITUFORM TECHNOLOGIES	11,000.00
V0360--PAYLOCITY	2,500.00
V0360--PAYLOCITY	909.63
V0361--ROCK SOLID LANDSCAPE & IRRIGATION	3,121.25
Grand total	322,749.68

Item 6: Bills to be Paid Page 2 of 2

Company name:	Coon Creek Watershed District									
Created on:	1/23/2025									
Vendor name	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo	
0973569-001FEB										
	FIRSTNUMJLIFEINSURANCECOMPANY	0973569-001FEB	1/27/2025	General Fund	Administration	60723		473.28	FEB2025 STD INS	
	FIRSTNUMJLIFEINSURANCECOMPANY	0973569-001FEB	1/27/2025	General Fund	Administration	60715		318.07	FEB2025 LIFE ADD INS	
	FIRSTNUMJLIFEINSURANCECOMPANY	0973569-001FEB	1/27/2025	General Fund	Administration	60721		356.71	FEB2025 LTD INS	
Sum for 0973569-001FEB								1,148.06		
2340944										
	STANTEC CONSULTING SERVICES INC	2340944	1/20/2025	General Fund	Water Quality	63595	PROJ24-516	3,549.97	PROJ227706629 WQ CRD LCOOR DEC 24	
	STANTEC CONSULTING SERVICES INC	2340944	1/20/2025	General Fund	Planning	63246	G23-001-M	1,813.00	PROJ227706629 WQ O M GEN L DEC 24	
	STANTEC CONSULTING SERVICES INC	2340944	1/20/2025	General Fund	Water Quality	61549	PROJ24-522	1,145.00	PROJ227706629 WQ CPOND OULET MOD DEC 24	
Sum for 2340944								6,507.97		
2340945										
	STANTEC CONSULTING SERVICES INC	2340945	1/20/2025	General Fund	Planning	63246	PROJ24-311	1,615.00	PROJ227706627 PLAN AOPPH2 DEC 24	
	STANTEC CONSULTING SERVICES INC	2340945	1/20/2025	General Fund	Planning	63246		2,352.00	PROJ227706627 PLAN GEN PLAN DEC 24	
	STANTEC CONSULTING SERVICES INC	2340945	1/20/2025	General Fund	Planning	63246	PROJ24-303	98.00	PROJ227706627 PLAN CD37 DEC 24	
	STANTEC CONSULTING SERVICES INC	2340945	1/20/2025	General Fund	Planning	63246	PROJ24-305	588.00	PROJ227706627 PLAN CD60 DEC 24	
Sum for 2340945								4,653.00		
2340946										
	STANTEC CONSULTING SERVICES INC	2340946	1/20/2025	General Fund	Watershed Development	63246		9,580.07	PROJ227706623 PERMIT PROG DEC 24	
Sum for 2340946								9,580.07		
2JA#2R										
	HEALTH EQUITY INC	2JA#2R	1/21/2025	General Fund	Administration	60713		780.00	2025 LFPS ANNL CONTRIBUTION	
Sum for 2JA#2R								780.00		
500652										
	ABDO LLP	500652	12/31/2024	General Fund	Administration	63052		20,163.75	CLIENT90223FS DEC MTHLY SVCS QTRLY ANNL	
Sum for 500652								20,163.75		
CCWD-1224										
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60721		149.52	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	63052		416.67	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60720		642.73	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60260		975.00	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60855		1,275.00	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60713		6,266.51	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60716		8,785.39	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60714		15,058.00	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60110		116,729.93	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60717		8,559.14	SALARY-BENEFIT EXP DEC 2024	
	ANOKA COUNTY MN	CCWD-1224	1/22/2025	General Fund	Administration	60715		37.75	SALARY-BENEFIT EXP DEC 2024	
Sum for CCWD-1224								158,895.64		
CNS0001750965										
	DELTA DENTAL OF MN	CNS0001750965	1/27/2025	General Fund	Administration	60720		1,720.30	TO4578 0227 FEB 2025 DENTAL INS	
Sum for CNS0001750965								1,720.30		
INV12240780										
	RESPEC COMPANY LLC	INV12240780	1/20/2025	General Fund	Administration	63010		6,700.00	PROJID2735.24013 JAN25	
Sum for INV12240780								6,700.00		
INV2538919										
	PAYLOCITY	INV2538919	12/31/2024	General Fund	Administration	63052		2,500.00	IMPLEMENTATION FEES PER CONTRACT	
Sum for INV2538919								2,500.00		
INV2599136										
	PAYLOCITY	INV2599136	1/21/2025	General Fund	Administration	63052		909.63	CLIENT325940 INPL FEES HOMI R INTEGRATION	
Sum for INV2599136								909.63		
INV316602										
	FRONTIER PRECISION INC	INV316602	1/16/2025	General Fund	Administration	65230		33,361.47	M221530 GNSS RECEIVER	
Sum for INV316602								33,361.47		
J1106PW										
	HEALTH EQUITY INC	J1106PW	1/6/2025	General Fund	Administration	60713		32.50	JAN 2025 FEES	
Sum for J1106PW								32.50		
O8GLUA6										
	HEALTH EQUITY INC	O8GLUA6	1/14/2025	General Fund	Administration	60713		828.06	HSAAEE CONTRIBUTION 01/17/2025	
Sum for O8GLUA6								828.06		
PAN06-024										
	ANOKA COUNTY MN	PAN06-024	1/27/2025	Escrow Fund	Administration	24210		35,418.00	WETLAND REF-MEDTRONIC HWY10 INTERCHANGE	
Sum for PAN06-024								35,418.00		
PAN11-071										
	HANS HAGEN HOMES INC	PAN11-071	1/27/2025	Escrow Fund	Administration	24210		2,529.84	ESCROW REF-LAKES OF RADISSON 49TH ADDN	
	HANS HAGEN HOMES INC	PAN11-071	1/27/2025	Escrow Fund	Administration	24210		4,504.00	WETLAND REF-LAKES OF RADISSON 49TH ADDN	
Sum for PAN11-071								7,033.84		
PAN15-043										
	CLASSIC CONSTRUCTION INC	PAN15-043	1/27/2025	General Fund	Watershed Development	53191		905.45	REVIEW-REF-FOUNDATION HILL MONTESSORI	
	CLASSIC CONSTRUCTION INC	PAN15-043	1/27/2025	Escrow Fund	Administration	24210		3,130.00	ESCROW-REF-FOUNDATION HILL MONTESSORI	
Sum for PAN15-043								4,035.45		
PAN15-088										
	INSTITUTE TECHNOLOGIES	PAN15-088	1/27/2025	Escrow Fund	Administration	24210		11,000.00	ESCROW-REF-NORTH AREA INTERCEPTOR REHAB PH6	
Sum for PAN15-088								11,000.00		
PAN15-123										
	ROCK SOLID LANDSCAPE & IRRIGATION	PAN15-123	1/27/2025	General Fund	Watershed Development	53191		1,116.25	REVIEW-REF-TIMBER WALL REPLACEMENT	
	ROCK SOLID LANDSCAPE & IRRIGATION	PAN15-123	1/27/2025	Escrow Fund	Administration	24210		2,005.00	ESCROW-REF-TIMBER WALL REPLACEMENT	
Sum for PAN15-123								3,121.25		
PAN16-073										
	EUGENE TOMAS	PAN16-073	1/27/2025	Escrow Fund	Administration	24210		2,300.00	ESCROW-REF-TOMAS REMODEL	
	EUGENE TOMAS	PAN16-073	1/27/2025	General Fund	Watershed Development	53191		1,065.35	REVIEW-REF-TOMAS REMODEL	
Sum for PAN16-073								3,365.35		
PAN20-074										
	JONATHAN KALLESTAD	PAN20-074	1/27/2025	Escrow Fund	Administration	24210		1,257.66	P20-074 ESCROW REFUND-KALLESTAD POOL & ADDN	
Sum for PAN20-074								1,257.66		
PAN20-125										
	SM HENTGES & SONS INC	PAN20-125	1/27/2025	General Fund	Watershed Development	53191		596.55	P20-125 REVIEW REFUND-MAYFLOWER GRADING	
	SM HENTGES & SONS INC	PAN20-125	1/27/2025	Escrow Fund	Administration	24210		2,350.00	P20-125 ESCROW REFUND-MAYFLOWER GRADING	
Sum for PAN20-125								2,946.55		
PAN23-017										
	BOULDER CONTRACTING INC	PAN23-017	1/27/2025	Escrow Fund	Administration	24210		2,125.00	P23-017 ESCROW REFUND-200 94TH ST HOME	
	BOULDER CONTRACTING INC	PAN23-017	1/27/2025	General Fund	Watershed Development	53191		76.25	P23-017 REVIEW REFUND-200 94TH ST HOME	
Sum for PAN23-017								2,201.25		
PAN23-024										
	105TH BBP B1 LLC	PAN23-024	1/27/2025	General Fund	Watershed Development	53191		604.88	P23-024 REVIEW REFUND-SOUTH SIDE ENTERTAINMENT DISTRICT	
	105TH BBP B1 LLC	PAN23-024	1/27/2025	Escrow Fund	Administration	24210		3,985.00	P23-024 ESCROW REFUND-SOUTH SIDE ENTERTAINMENT DISTRICT	
Sum for PAN23-024								4,589.88		
Sum Total								322,749.68		

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 7
ITEM: Consent Agenda Action for 1/13/2025 Meeting

AGENDA: Policy

BACKGROUND

At the January 13, 2025, Board of Managers' Meeting, multiple changes were made to the Consent Agenda. However, the Board failed to make a motion and act on the Consent Agenda Items.

ACTION REQUESTED

Make a motion to act on the Consent Agenda Items from the January 13, 2025, Board of Managers' Meeting.

PERTINENT FACTS

The Board made the following motions regarding the Agenda and Consent Agenda Items at the January 13, 2025 meeting:

Board Member Lind moved to add permit items 14 and 15, to the Consent Items. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell moved to add Policy Items 9, 10, 11, 12 and 13 to the Consent Agenda. Seconded by Board Member McCullough. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell moved to approve the amended agenda adding items 9, 10, 11, 12, 13, 14 and 15 to the Consent Items. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Due to the need to handle the Resolutions individually, Board Member Campbell amended her motion and moved Policy Items 9 and 10 be removed from the Consent Agenda. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Campbell amended her motion to approve the amended agenda to include only items 5, 6, 7, 8, 11, 12, 13, 14 and 15 as Consent Items. Seconded by Erin Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

The Consent Items were as follows:

CONSENT ITEMS

5. Approval of Minutes of December 9, 2024

6. Administrator’s Report

7. Advisory Committee Report

8. Approval of Bills for Payment

Claims totaling \$465,589.62 on the following disbursement(s) lists were issued.

December 31, 2024

Vendor	Amount
V0010--A1 FLOOR AND CARPET CARE INC	1,076.25
V0221--ABDO LLP	4,618.75
V0015--ANOKA COUNTY MN	153,184.50
V0268--ANOKA COUNTY PARKS	15,000.00
V0348--BLUE CROSS BLUE SHIELD OF MN	25,797.38
V0351--DELTA DENTAL OF MN	1,824.42
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,192.34
V0349--HOUSE RESCUERS LLC	2,400.00
V0052--LOFFLER COMPANIES INC	127.16
V0299--MP+G MARKETING SOLUTIONS LLC	18,500.00
V0302--PETTY CASH C/O JULIE PETERSON	109.21
V0247--POOP 911 OF MPLS STP LLC	1,049.40
V0096--RANDY WESP EXCAVATING LLC	12,755.00
V0110--RESPEC COMPANY LLC	6,787.50
V0195--STANTEC CONSULTING SERVICES INC	57,068.15
V0094--STATE OF MN AUDITOR	15,935.98
V0008--US BANK	7,112.99
V0111--WELL GROOMED LAWNS INC	890.00
V0128--YTS COMPANIES LLC	5,250.00
Grand Total	330,679.03

January 13, 2025

The following policy items were moved to the Consent Agenda.

11. Designation of Fund Equity

As outlined in the Board report, Kelly reiterated that the State Auditor recommends that the District maintain an unreserved Fund Balance of approximately 35% to 50% of Operating Revenue or no less than five (5) months (21%) of operating expenditures. For the year 2025, designated fund equities would be \$1,892,365.

Staff recommendation was to designate \$1,892,265 for fund equity.

12. 2025 Mileage Rates

Kelly informed the Board the State Auditor has recommended that the Board explicitly adopt mileage rates effective for the year. As provided in the Board report, effective January 1, 2025, the Internal Revenue Service (IRS) reimbursement mileage rate is \$0.70 per mile.

Staff recommendation was to adopt the IRS standard rate of \$0.070 per mile for reimbursement for use of personal vehicles.

13. Board Waiver of Tort Liability

Kelly reminded the Board of the need to sign the League of Minnesota Cities Insurance Trust Waiver of Tort Liability. As outlined in the Board report, failing to waive the statutory tort limits may result in claimants recovering more than \$500,000.

Therefore, staff recommendation was the Board move to not waive the statutory tort liability limits.

The following permit items were moved to the Consent Agenda.

14. Andover Senior Campus (PAN P-24-045)

The purpose of this project is the development of a 15-acre parcel in Andover to include senior living buildings, future brownstone and townhome buildings, and commercial buildings. This permit applies to construction of phase 1 and approval of a stormwater master plan. This project will be located at the southeast corner of Hanson Blvd NE and Crosstown Blvd NE in Andover, Minnesota.

As outlined in the complete review report before the Board, staff recommends approval of the Permit Application Number (PAN) P-24-045 Andover Senior Campus with the following three (3) Conditions and three (3) Stipulations:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$8,850.00.

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 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. 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 post construction infiltration tests on Infiltration Basins 1 through 6 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.

15. Ensminger Estates (PAN P-24-040)

The purpose of this project is the mass grading, construction of stormwater management, house pad preparation and site restoration for three (3) new single-family residences located at 2045 Constance Blvd NE in Ham Lake, Minnesota.

As outlined in the complete review report before the Board, staff recommends approval of the Permit Application Number (PAN) P-24-040 Ensminger Estates with the following three (3) Conditions and four (4) Stipulations:

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,100.00.

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 8.0 – Buffers

3. Update the buffer surrounding the Public Water to an average of 50 ft with a minimum of 30 ft.

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

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of a post construction infiltration test on Infiltration Basins 1, 2,

and 3 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. 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.
4. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

ISSUES AND CONCERNS

The record shows that the Board failed to vote on the final motion having items 5, 6, 7, 8, 11, 12, 13, 14 and 15 handled under the consent agenda

CONCLUSION

The Consent Items from the January 13, 2025, Board Meeting require official action by the Board.

OPTIONS FOR ACTIONS

1. Approve the Consent Agenda Items from the January 13, 2025, Board Meeting.
2. Table action on 1/13 consent items for further discussion

RECOMMENDATION

Staff recommendation is the Board make a motion to approve the Consent Agenda Items from the January 13, 2025, Board Meeting.

COON CREEK WATERSHED DISTRICT

Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 8
ITEM: Citizen Advisory Committee Application

AGENDA: Policy

ACTION REQUESTED

Decision

PURPOSE & SCOPE

The purpose of this item is for the Board to consider the appointment of David Petry to the District’s Citizen Advisory Committee (CAC).

BACKGROUND

Minnesota Statute 103D.331 states that the Board of Managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.

The 2025 Citizen Advisory Committee currently includes:

1. Barbara Goodboe-Bisschoff, Spring-Lake Park City Council representative
2. Paddy Jones, Ham Lake Resident
3. Jason Margl, Andover Resident
4. Gary Nereson, Andover, Crooked Lake Area Association representative
5. Nathaniel Schneider, Coon Rapids Resident
6. Anoka Conservation District representative – Jim Lindahl
7. Anoka County representative – Joe MacPherson

On Thursday, December 12th District staff received a CAC application from Coon Rapids resident David Petry. Mr. Petry’s application has been reviewed by staff and deemed complete. The application is attached for Board review and consideration per CCWD policy 1.8.1:

CCWD Policy 1.8.1 – Citizen Advisory Committee

Section 6.2: Application Period

- a) *General Application: Applications to serve on the Advisory will be accepted year-round and considered for appointment at the next regular board meeting following receipt of a completed application.*

ISSUES/CONCERNS

CCWD Policy 1.8.1 limits the size of CCWD's Citizen Advisory Committee to nine (9) members. Both state statute and CCWD policy emphasize the importance of having members represent various organizations, interest groups, and communities.

Appointing Mr. Petry to the CAC would bring 2025 membership up to eight (8), the number of communities represented would remain at five (5) as Mr. Petry would be the second Coon Rapids resident on the CAC.

It is also worth noting that Mr. Petry is employed as a Project Manager at Rice Creek Watershed District (RCWD). Mr. Petry has indicated that he has spoken to the RCWD Administrator who communicated no concern regarding any potential conflict of interest. Given that the CAC is an advisory committee and does not make decisions, or speak on behalf of CCWD, staff do not feel that Mr. Petry's employment at RCWD poses any risk to the operations of the CAC or CCWD as a whole.

IMPLICATIONS FOR RESOURCE/ORGANIZATION

Per CCWD policy 1.8.1, should the Board choose to appoint Mr. Petry at the January 27th meeting, Mr. Petry's appointment would run through the rest of the year and be up for re-appointment with the rest of the CAC members in December 2025.

CONCLUSION

The District received a completed application for the Citizen Advisory Committee (CAC) from Coon Rapids resident David Petry. The CAC has two openings and one existing member currently representing Coon Rapids. Staff ask the Board to review Mr. Petry's application

QUESTIONS



Citizen Advisory Committee Member Application Part 1

Date

Type New Re-application

Name

Residency address

City, State, Zip

Email

Phone

Mailing address (if different from residency)

Occupation

Qualifications (education or background related specifically to civic, professional, volunteer, or governmental boards or commissions)

Are you available to attend monthly meetings & take an active role in working with the Coon Creek Watershed District Board of Managers?

Yes No

Member Category

City/County Official

Citizen

Farmer

Outdoor organization

Other:

Reasons for wanting to serve:

List any financial interests or associations you have that may present a conflict of interest

Please read and complete Part 2 of this application, Member Expectations and Data Practices Advisory. After completing Part 2, please return the signed form by either:

Mailing a physical copy to
Coon Creek Watershed District
13632 Van Buren St NE
Ham Lake, MN 55304

OR

Scanning or photographing a copy and
emailing it to info@cooncreekwd.org with
"CAC Member Application" in the email subject
line



Citizen Advisory Committee

Member Application Part 2

Member Expectations

This is a volunteer position with no reimbursement, except possibly for conference attendance.

The Coon Creek Watershed District (CCWD) expects CAC members to:

- Attend a new member orientation
- Make a serious commitment to actively participate in CAC work
- Notify the staff liaison if unable to attend meetings
- Prepare for meetings and reviews
- Become familiar with the CCWD Mission and CAC role
- Understand the roles and relationships of the CAC and the CCWD staff and Board of Managers
- Get to know other CAC members to build a working relationship
- Reflect the perspectives of the watershed's diverse constituency in discussions and decision-making
- Serve the CCWD in a professional and non-partisan manner
- Support the majority decision on issues decided by the CAC and the CCWD Board of Managers at meetings and when representing CCWD at other forums, even if personal opinions are different
- Refrain from making public comments and statements that would misrepresent or negatively represent the CCWD, its decisions or policies including written or verbal comments to the media, on blogs, websites, or other forums where it is foreseeable that the comments will become known to the public

Data Practices Advisory

The following information requested above is classified as private data under the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA): your address, telephone numbers, and email address. Other information you provide in response to questions asked will be public data and so your responses should be limited to your education, training, employment, volunteer work, and any other aspects of your background and interests you do not consider to be private. If you are appointed to the Citizen Advisory Committee your address, telephone numbers, and email address will become public data.

Private data are data that generally may not be released to the public. The information classified as private data is requested so that the appointing authority can confirm your eligibility to serve on the Citizen Advisory Committee and contact you about your application. You are not legally required to provide this information; however, if you don't do so, the appointing authority may not be able to confirm your eligibility or communicate with you in a timely way.

The private data will be maintained by the Coon Creek Watershed District in accordance with the MGDPA and will be accessible to those within the Coon Creek Watershed District who reasonably require access in order to administer the appointment process.

I certify that the information on this application is correct and that I understand the Expectations and Data Practices Advisory listed above:

Signature

Date

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 9
ITEM: Initiation of Comprehensive Plan Amendment - Capital Improvement Plan

AGENDA: Policy

ACTION REQUESTED

Direct staff to begin Capital Improvement Plan (CIP) minor amendment review

BACKGROUND

Minnesota Statutes 103B & 103D require the District to develop and maintain a Comprehensive Watershed Management Plan. The Comprehensive Plan is to cover a period of 10 years.

The current Comprehensive Plan was approved by the BWSR on October 23, 2024. Central to the plan is the need for the District to be responsive, agile and current with the water management operating environment. To achieve this the District needs to continually review and update its Comprehensive Plan. Particularly its Capital Improvement Plan. The current Capital Improvement plan articulates projects based on an assessment of needs and a forecast that is now two years old.

The plan needs to be updated and details added to projects which were known would be needed but were lacking the specifics needed for annual budgeting.

COORDINATION

Staff can begin reviewing the current CIP to recommend updates, project refinement, and timelines. Staff will work with city partners and county to identify potential coordination on upcoming project opportunities as well.

PERTINENT FACTS

The CIP in the adopted 2024-2033 Comp Plan was drafted in 2023 and is going into its third year of implementation. It needs to be reviewed and updated.

ISSUES/CONCERNS/RISKS

- BWSR recommends using the minor amendment process for CIP updates
- As stated in MR 8410.0140, Plan amendments are considered to be minor amendments if they meet the following provisions:
 - o CCWD has sent copies of the proposed amendments to Plan reviewers for comment, identified the minor amendment process is being followed, and has allowed at least 30 days for receipt of comments.
 - o No County Board has filed an objection to the proposed amendments within the 30-day comment period
 - o BWSR has agreed the proposed amendments are minor or failed to act within 5 working days of the end of the 30-day comment period
 - o CCWD has held a public meeting to explain proposed amendments and published legal notice of the meeting prior.

OPTIONS FOR ACTIONS

- Direct staff to begin CIP minor amendment review
- Delay review for further discussion

RECOMMENDATION

Direct staff to begin CIP minor amendment review

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 10
ITEM: Initiation of Permit Application Review Fees and Escrows Study

AGENDA: Policy

ACTION REQUESTED

Initiate review of the Permit Application Review Fees and Escrows.

BACKGROUND

This item addresses fees to be paid by applicants to cover the costs of review and inspection of projects with the potential to affect the hydrology, water quality, or physical integrity of water and related resources within the District. It also addresses escrows to be collected from applicants to ensure that a project is brought into compliance with District standards should the permittee fail or refuse to do so.

Prior to 2022, all projects required a flat review fee which was not sufficient to recover review and inspection costs for the majority of projects. Different projects involve differing expertise and time involved to analyze the accuracy, precision and/or applicability to the District standards. To account for this, the Board adopted the current fee schedule on October 25, 2021, which is organized around project type and size. Escrow amounts were not assessed at that time.

COORDINATION

Coordination with the Board, advisory committees, and staff will be done in the form of presentations and staff reports that report issues, comments, and concerns of affected parties and suggestions for addressing those issues and concerns.

Communication topics will focus on

1. Sufficiency of fees collected to cover 2/3rds to 80% of costs associated with the average and modal project
2. Sufficiency of escrows collected to function as surety for their intended purpose
3. Impact of proposed fees and escrows
4. Method and frequency for tracking sufficiency of revenue collected and equity of amounts being charged
5. Measures for assessing sufficiency of revenue and impact of charges

PERTINENT FACTS

While District staff do a high-level review of the fee schedule annually, there has not been a thorough review since the current schedule was adopted in 2021. The escrow amounts have not been assessed since 2012.

ISSUES/CONCERNS/RISKS

A thorough review of the sufficiency of fees needs to be completed to ensure that all or most staff and engineering costs are captured upfront and to minimize the need for cost

recovery upon completion of a project. A review of escrows needs to be completed to ensure that the amounts are adequate to bring a project into compliance with District standards and are based on up-to-date market costs.

RECOMMENDATION

Initiate a review of the current fee amounts, fee structure, and escrow amounts, to identify sufficiency of fees and escrows required by the current schedule.

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

MEETING DATE: January 27, 2025
AGENDA NUMBER: 11
ITEM: Annual AIS Update

AGENDA: Discussion

ACTION REQUESTED

Receive annual aquatic invasive species (AIS) update

PURPOSE & SCOPE OF ITEM

Annually evaluate and update list of priority AIS that are at high risk for introduction and spread within the District. Provide update of any ongoing AIS management activities.

BACKGROUND

Each year, the Minnesota Aquatic Invasive Species Research Center (MAISRC) at the University of Minnesota evaluates the numerous AIS posing threats to the state and publishes a list of priority species for research and management based on those that are likely to survive in Minnesota and cause significant ecological and economic damage. The current [list](#) for 2025 contains 40 AIS designated as high priority with roughly equal numbers of invasive fishes, invertebrates, plants, and microbes.

Annually, District staff review the statewide priority list to identify those species that are at high risk for introduction and spread within CCWD. High risk is defined as a species on the current statewide priority list with a documented occurrence in Anoka County or one of the seven adjacent counties (based on local and [MN DNR Records](#) [updated Nov 08, 2024]).

ISSUES/CONCERNS

Proposed 2025 List of AIS at High Risk of Introduction to District Waters

There is one new addition to the 2025 list, invasive mystery snails (Chinese and Banded), which have long been present within CCWD at multiple sites, but were newly added to the MAISRC priority list. These snails compete with native invertebrates for food and habitat, serve as intermediate hosts for parasites that can be transmitted to other species, and interfere with reproductive success of largemouth bass by preying on eggs.

	Common Name	Scientific Name	Life Form	Trend in MN	Nearest Occurrence	
					County	Site
Present in CCWD	Curlyleaf Pondweed	<i>Potamogeton crispus</i>	Plant	Established	Anoka	Crooked, Ham, Several ditches
	Eurasian/ Hybrid Watermilfoil	<i>Myriophyllum spicatum</i> , x <i>M. sibiricum</i>	Plant	Established	Anoka	Crooked, Ham, Cenaiko, Springbrook
	Purple Loosestrife	<i>Lythrum salicaria</i>	Plant	Established	Anoka	Multiple sites

	Narrow leaf/ Hybrid Cattail	<i>Typha angustifolia</i> , <i>Typha x glauca</i>	Plant	Established	Anoka	Multiple sites
	Common carp	<i>Cyprinus carpio</i>	Fish	Established	Anoka	Multiple sites
	Rusty Crayfish	<i>Orconectes rusticus</i>	Invertebrate	Established	Anoka	Ditch 41, Coon Cr
	Nonnative Phragmites	<i>Phragmites australis</i> European haplotype	Plant	Invading	Anoka	Multiple sites
	Goldfish	<i>Carassius auratus</i>	Fish	Established	Anoka	Sand/Coon Cr
	Golden Clam	<i>Corbicula fluminea</i>	Invertebrate	Invading	Anoka	Cenaiko
	Pale Yellow Iris	<i>Iris pseudacorus</i>	Plant	Established	Anoka	Ditch 39 Pond
	Chinese and Banded Mystery Snails	<i>Cipangopaludina chinensis malleata</i> , <i>Viviparus georgianus</i>	Invertebrate	Established	Anoka	Crooked, Ham, Cenaiko, other
Present in Anoka Co. or Adjacent Counties	Flowering Rush	<i>Butomus umbellatus</i>	Plant	Established	Anoka	Amelia, Bass
	Zebra Mussel	<i>Dreissena polymorpha</i>	Invertebrate	Established	Anoka	Miss/Rum Rv
	Starry Stonewort	<i>Nitellopsis obtusa</i>	Macroalgae	Invading	Hennepin	Medicine
	Silver carp	<i>Hypophthalmichthys molitrix</i>	Fish	Invading	Ramsey, Hennepin	Mississippi River
	Bighead carp	<i>Hypophthalmichthys nobilis</i>	Fish	Invading	Ramsey, Hennepin	Miss. & MN Rivers
	Largemouth Bass Virus	LMBV	Microbe	Invading	Chisago, Wash.	Green, Forest

New Infestations

In 2024, three new infestations of priority species were detected within the District. During routine semiannual AIS early detection surveys on all District lakes, staff discovered Pale Yellow Iris growing on private property in the shoreland buffer of Sunrise Lake. One additional infestation of Pale Yellow Iris was also reported along a stormwater pond in the Ditch 39 subwatershed via iNaturalist by a citizen observer. Lastly, CCWD O&M staff reported a new infestation of invasive phragmites along a stormwater pond owned by MnDOT in Blaine. Control activities for all three sites are planned for 2025.

Growing AIS threats

In 2024, 31 new waterbodies were listed as infested with zebra mussels throughout the state, including 7 located in counties immediately adjacent to Anoka County. There are now 643 documented infestations in MN. Zebra mussels remain one of the highest risk AIS threats to District waters.

Starry stonewort, an invasive plant-like algae, was found in a metro lake for the first time in 2018, elevating its risk of spread and establishment in District waters. No new metro infestations of starry stonewort have been observed since 2018 although the statewide count of infestations has grown to 31, including two lakes in nearby Wright county.

Ongoing Control Efforts

In 2022, one control effort was undertaken in an attempt to eradicate a newly discovered population of Pale Yellow Iris in Ditch 39 via manual removal. Follow-up monitoring in

2023 indicated this effort was successful as no live plants were observed. Two additional populations of Pale Yellow Iris have now been identified within the District, one on public land in close proximity to the original infestation, so this site will be added to annual AIS monitoring list with follow up manual removal as needed. Control of the site discovered at Sunrise Lake will be incorporated into the Comprehensive Sunrise Lake Management Plan which is currently being drafted. This site is at lower risk of spread because it is located above the normal water level. Timing of the Sunrise Lake AIS survey will be adjusted in 2025 to align with the peak flowering period of Pale Yellow Iris in an attempt to detect additional occurrences for planning of future control efforts.

Control efforts continued for all known populations of invasive phragmites within the District. Live phragmites was found at 11 of the 18 sites under active management despite 1-5 years of herbicide applications (up one site from 2023). Most sites however only had a handful of scattered individual live stems that were spot treated by Anoka Conservation District staff. All control efforts were funded by the Anoka Cooperative Weed Management Area program or MN DNR control grants.

Efforts to control invasive hybrid Eurasian watermilfoil and curlyleaf pondweed in Crooked and Ham Lakes continue. This work is led by local lake associations with technical assistance by District staff and cost share by the Cities of Andover and Coon Rapids. After a very successful whole lake treatment in Crooked Lake in 2016, a repeat treatment was conducted in fall-spring 2023-24. A whole lake plant survey in August 2024 did not detect any hybrid Eurasian watermilfoil, indicating another very successful treatment. A similar treatment is currently underway in Ham Lake with the initial application in fall of 2024 and bump doses planned for spring 2025.

CONCLUSIONS/IMPLICATIONS

As of 2024, there are 17 high priority aquatic invasive species that pose a risk to District waters, 11 of which have already been documented within the District. The District may play a role in managing these species on a case-by-case basis depending on extent and severity of impacts and feasibility, efficacy, and cost of control efforts. Presently, District staff largely provide technical assistance with treatment planning and permitting, grant applications, and monitoring. The District also holds contingency funds to enable rapid response to new infestations for situations where infestations can be contained before they spread.

RECOMMENDATION

Receive annual AIS update

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

MEETING DATE: January 27, 2025
AGENDA NUMBER: 12
ITEM: DRAFT Personnel Guidance Manual

AGENDA: Discussion

BACKGROUND

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On August 14, 2023, The Board approved an amendment to the Manual to include the change in cannabis laws in Minnesota and other minor housekeeping withing the Manual.

On January 22, 2024 the Board was informed that a rewrite of the entire Personnel Guidance Manual will take place to coincide with the final phase of separation from Anoka County.

Prior to December 14, 2024, employees of Coon Creek Watershed District were under some of the personnel policies imposed by being subject to Anoka County payroll and human resources. Effective December 14, 2024, Coon Creek Watershed separated from Anoka County's payroll system and human resources. This change required substantial changes to the previously adopted Personnel Guidance Manual. This also gave the District an opportunity to align the Manual with the League of Minnesota Cities vetted and updated personnel manual update of October, 2024, incorporating the many changing laws that affect District personnel and policies.

ACTION REQUESTED

Review and discuss the DRAFT the Coon Creek Watershed District Personnel Guidance Manual. Provide comments and corrections to provided draft for discussion for adoption at a future meeting.

COORDINATION

Staff has based the Personnel Guidance Manual on the well-researched template provided by the League of Minnesota Cities and on the best interests of the District. The Manual will also be review by legal counsel prior to adoption.

PERTINENT FACTS/CHANGES PROPOSED

- District employees no longer accrue time toward their Extended Medical Benefit (EMB) time bank. This was a benefit provided while with Anoka County that provided income-protection insurance to regular employees. Effective December 14, 2024, EMB no longer accrues, however, employees with an EMB balance will have it carried over. Use of EMB will follow the guidelines set forth for ESST use and while being tracked separately, will be considered an extension of their ESST. EMB is only used after ESST has been exhausted. EMB is not paid out upon separation from the District.

- Earned Sick and Safe Time (ESST) will change to 80 hours front loaded for staff. This change will help off-set the loss of EMB. This option for ESST simplifies record keeping.
- Previously Flexible Time Off (FTO) was utilized for non-work time. This is being changed to Vacation Time. Vacation Time is not to be utilized for time away from work that qualifies as ESST.
- A more clearly defined Work From Home policy has been included.
- Tuition reimbursement guidance has been refined to meet the District's needs.
- One floating holiday (full-day) has been eliminated and Christmas Eve Day, formerly ½ day has been replace as a full-day holiday.
- Unpaid leave and continuation of benefits have been defined for District employees.
- Funeral leave has been elimination as a “leave” as it is now covered by ESST.

CONCLUSION

Adoption of this Personnel Guidance Manual will maintain legal compliance in accordance with changes brought about by separation from Anoka County and more clearly defines needed policies in order to provide added protection to the District.

RECOMMENDATION

Review and comment on the proposed Personnel Guidance Manual at the February 10, 2025, Board of Managers Meeting.

OPTIONS, ACTION & IMPLEMENTATION STEPS

- 1) Adopt the Personnel Guidance Manual as written, with appropriate changes to the Table of Contents and cover.
- 2) Make changes to the Draft Personnel Guidance Manual and Adopt with proposed changes.
- 3) Board will hold over and bring revisions to the Board and discuss at the February 10, 2025, Board of Managers Meeting. Recommendation of Adoption with changes may or may not be made at that date.

COON CREEK WATERSHED DISTRICT

Request for Board Action

MEETING DATE: January 27, 2025
AGENDA NUMBER: 13
ITEM: Results from Phase 1: Municipal Insight Survey

AGENDA: Discussion

ACTION REQUESTED

Receive update

PURPOSE & SCOPE OF ITEM

To provide a summary of initial insights from Phase 1 of the Municipal Insight Survey. CCWD Engagement Coordinator, Jessica Lindemyer, will be available to give a brief presentation.

LEGISLATIVE AND OTHER REQUIREMENTS

CCWD, and the municipalities within its jurisdiction, are federal and state MS4s (municipal separate storm sewer systems). As MS4s these entities are required to address impaired waters that do not meet water quality standards by the goal deadline of 2045 under the Coon Creek Watershed TMDL (Total Maximum Daily Load).

SITUATION

The cost associated with addressing the TMDL impaired waters by the 2045 goal deadline is approximately \$70 million over the next 10 years and \$103 million over the next 20 years. This places a significant financial burden on the local tax base and raises several concerns related to the need for increased state and federal funding, functional classification changes, and extension of the 2045 timeline. It also has the potential to create further divides between the public and the various government entities tasked with achieving the TMDL.

In order to make meaningful progress on impaired waters by 2045 CCWD and its municipal partners must work collaboratively to identify, fund, and implement cost-effective projects and practices.

The Municipal Insight Survey is intended to guide CCWD in determining the best methods for engaging with CCWD's municipal partners to facilitate a unified government approach.

APPROACH

CCWD staff have been working with consultants from MP+G Marketing Solutions to implement the Municipal Insight Survey. The effort is divided into two main phases, targeting two key audiences: municipal decision-makers & residents of the watershed.

The objective of this effort is to identify the needs, values, and priorities of the individuals who make water management decisions at the municipal level and gain a better understanding of their perceptions related to water management (quality/quantity) and the TMDL with the goal of:

- Improving CCWD's engagement and public information strategy by crafting our efforts in a way that speaks to the values and interests of the individuals who share responsibility of achieving the TMDL
- Communicating with these audiences in a language in which they understand and in terms that are of interest to them.

Phase One of the Municipal Insight Survey focused on gaining insights from municipal decision-makers. This phase consisted of two parts: 1) one-on-one interviews and 2) online surveys. Thirteen (13) one-on-one interviews were conducted by MP+G to complete a qualitative analysis and identify themes, key messages, audience commonalities/contrasts, trusted messengers, and preferred/recommended communication channels. The insights from these interviews were then used to develop a quantitative survey that was distributed to a broader group of municipal staff working in water management within the District. Twenty-five (25) municipal staff members completed this survey.

COLLABORATION

Members of CCWD's Technical Advisory Committee (TAC) assisted in obtaining decision-makers to participate in the interviews and in disseminating the survey to municipal staff.

ISSUES/CONCERNS

In addition to addressing impaired waters, municipalities are faced with the risk, uncertainty, and cost associated with random damaging weather events, aging infrastructure, demands for tangible results, and growing public skepticism.

As public skepticism increases, particularly skepticism of state and federal government, it will become increasingly hard to connect with local stakeholders both on a personal level and a community level. CCWD should be able to navigate this growing skepticism by continuing to be a trusted resource for local municipalities.

The Municipal Insight Survey is intended to guide CCWD in determining the best methods for engaging with the District's municipal partners.

CONCLUSIONS

MP+G has provided CCWD with a preliminary research report of the findings from Phase One of the Municipal Insight Survey. These findings have been summarized below.

Factors that support/justify water management funding & programs

- Concern for protecting water quality and public health
- Desire to mitigate risks to infrastructure and prevent loss
- Seeing a cost-benefit balance
- Awareness of, and willingness to meet, regulatory levels
- Ongoing engagement with city staff and CCWD
- CCWD Progress reports

Factors that discourage water management funding & programs

- Lack of confidence in federal and state entities that set contaminant levels
- Not feeling that expenditures are worthwhile
- The belief that water management is a problem for others (future councils, future generations, or other municipalities)
- The perception that water quality problems are caused by something that is not within municipal control

Meaningful differences between those who support water management investments and those who do not

- Long-term planning:
The communities that appeared to be most ready to meet the 2045 goals were those that were furthest along in the planning process. Some are not planning for it even though they are aware of the deadline.
- Ownership and shared responsibility:
Participants who viewed the problem as something to be addressed by other communities or people in the future, or who did not perceive that water quality was a problem needing attention, were less ready to invest in water management than participants who conveyed a sense of ownership or shared responsibility for the problem.
- Trust in standard-setting agencies:
A few respondents expressed the opinion that the regulatory agencies that set standards, TMDL/contaminant levels, regulations, and/or policies were doing so without good reasons. These respondents were less ready to support investment in water management.

Trusted sources of information

- These participants said when they had questions about water management they most often turned to city staff and/or CCWD staff
- Other trusted sources mentioned included:
 - Other watershed districts and WMOs (where overlapping)
 - Minnesota Department of Natural Resources
 - Outside consultants/firms
 - City leadership

- The Minnesota Board of Water and Soil Resources
- The Minnesota Department of Health

Perceptions about CCWD and staff

- When asked if they had thoughts to add, many of these respondents praised Coon Creek Watershed District and its staff members.

Needed resources

- Periodic city-specific progress reports that include previous impairment levels, actions being taken to address impairments, progress toward goals, and comparisons to other municipalities.
- explainer resources with minimal jargon that explains water management science in plain language
- More public outreach and education including shared materials and continued CCWD staff attendance at municipal events.

Communication Recommendations

- Top key messages, or talking points, for municipal leaders based on the above findings are:
 - Coon Creek Watershed District is a trusted resource working to protect our water assets for future generations.
 - Our work keeps water safe for drinking and recreation.
 - Together our efforts prevent damage from flooding and erosion.
 - Through responsible water management we protect roads and bridges.
 - We work to control pollution, keeping people, wildlife, and fishing safe.
- Recommended messengers for communicating with municipal decision-makers include:
 - City staff
 - CCWD presentations and work sessions
 - Site visits
 - Engineering and management consulting firms
- Recommendations for helping municipal decision-makers communicate with the public through:
 - Explainer resources city staff can use, such as handouts, infographics, and videos
 - Content for city newsletters, city websites
 - Inserts in utility bills and other mailings
 - CCWD presence at municipal events
 - CCWD question(s) on municipal resident surveys
 - Public awareness campaign

RECOMMENDATION

Receive update

ACTION/IMPLEMENTATION STEPS

Phase Two of the Municipal Insight Survey, focusing on residents of the watershed, is currently underway. The process for phase two mirrors phase one with the goal of obtaining 14 qualitative interviews followed by a larger survey of the general public. Upon conclusion of Phase Two MP+G will provide CCWD with a findings report which will be shared with the Board.

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

MEETING DATE: January 27, 2025
AGENDA NUMBER: 14
ITEM: Ditch 37 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.

Ditch 37 is located in Andover.
 The channel is 4.17 miles (22,018 feet)
 Drainage area is 3.5 square miles (2,239.5 acres)
 0 Public Laterals

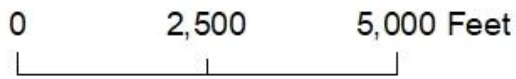
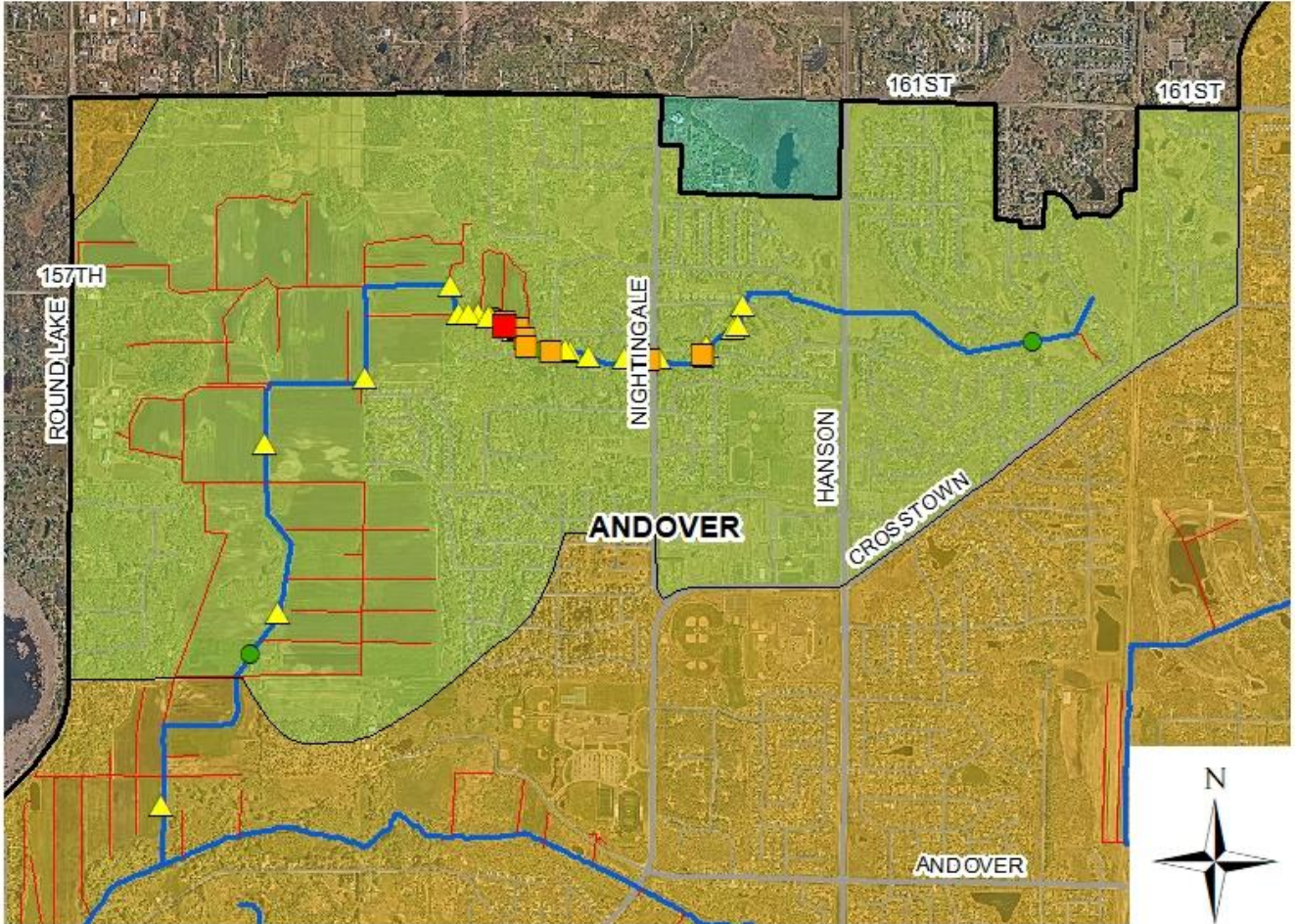
IDENTIFIED MAINTENANCE NEEDS

Need	Count	Cost Estimate	Immediate	Repair	Monitor
Obstruction	12	\$22,000	\$0	\$6,000	\$16,000
Ditch Repair	4	\$48,367	\$0	\$0	\$48,367
Bank Failure	7	\$28,715	\$0	\$0	\$28,715
Illicit Discharge	5	\$0	\$0	\$0	\$0
Beaver	0	\$0	\$0	\$0	\$0
Other	13	\$0	\$0	\$0	\$0
	41	\$99,082	\$0	\$6,000	\$93,082

RECOMMENDATION

1. Receive report.

Ditch 37 General



-  Private Ditch
-  Public Ditch
-  Roads
-  Subwatershed
-  CCWD Boundary
-  ANDOVER
-  Immediate Repair
-  Maintenance Req.
-  Monitor
-  No Problem



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

MEETING DATE: January 27, 2025
AGENDA NUMBER: 15
ITEM: Ditch 57 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.

Ditch 57 is located in Coon Rapids, Andover, and Ham Lake.
 The channel is 11.8 miles (62,304 feet)
 Drainage area is 11.1 square miles (7,074 acres)
 5 Public Laterals

IDENTIFIED MAINTENANCE NEEDS

Need	Count	Cost Estimate	Immediate	Repair	Monitor
Obstruction	99	\$187,000	\$5,000	\$78,000	\$104,000
Ditch Repair	4	\$30,380	\$0	\$0	\$30,380
Bank Failure	282	\$3,479,752	\$15,500	\$260,856	\$3,203,396
Illicit Discharge	15	\$0	\$0	\$0	\$0
Beaver	5	\$0	\$0	\$0	\$0
Other	28	\$0	\$0	\$0	\$0
	433	\$3,697,132	\$20,500	\$338,856	\$3,337,776

RECOMMENDATION

1. Receive report.

Ditch 57 General

