

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.