COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING
July 9, 2012

The Board of Managers of the Coon Creek Watershed District held their regular meeting on July 9, 2012, at Bunker Hills Activity Center.

POLICY ITEMS
1. Call to Order: The meeting was called to order at 7:30 PM
Present: Scott Bromley, Warren Hoffman, Brad Johnson, Bill MacNally, and Byron Westlund
Staff: Tom Gile, Jon Janke, Tim Kelly, Diana Shonyo, and Michelle Ulrich
Others: Jim Lindahl of Anoka Conservation District, Duane Steele of Ham Lake

2. Approval of the Agenda: Permit Item 13 became Item 8 under Policy Items. Motion to approve the agenda, as amended, was made by Hoffman and seconded by Johnson. Motion carried with five yea (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

3. Open Mike: None

4. Approval of Minutes: Motion to Approve the Minutes was made by MacNally and seconded by Hoffman. Motion carried with five yea (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

5. Receive Staff Report: Motion to receive the staff report was made by MacNally and seconded by Johnson. Motion carried with five yea (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

6. Receive Monthly Financial Statements: Motion to receive monthly financial statements was made by Johnson and seconded by Hoffman. Motion carried with five yea (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

7. Approve Bills: Motion to approve the bills was made by Johnson and seconded by Hoffman. Motion carried with five yea (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

<table>
<thead>
<tr>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Floor and Carpet Care</td>
<td>120.23</td>
</tr>
<tr>
<td>Accent Enterprises, Inc.</td>
<td>504.45</td>
</tr>
<tr>
<td>Anoka County</td>
<td>27,599.89</td>
</tr>
<tr>
<td>Blaine Office Partners</td>
<td>2,230.25</td>
</tr>
<tr>
<td>Blaine Office Partners</td>
<td>33.06</td>
</tr>
<tr>
<td>Contractor Property Developers Company</td>
<td>2,802.70</td>
</tr>
<tr>
<td>Coon Rapids Evangelical Free Church</td>
<td>551.20</td>
</tr>
<tr>
<td>Dresel Contracting Inc.</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>
Edward Fields & Sons  2,700.00 
Fehn   85,949.35 
Flat Rock Geographics  5,834.95 
Forestry Suppliers, Inc.   57.85 
Hewlett-Packard Financial Services Company  242.25 
Integra Telecom, Inc.  464.45 
JZS Isanti LLC  700.00 
Jon Janke  212.01 
Metro Sales, Inc.  186.40 
Ulrich  920.50 
Minuteman Press  97.34 
Office Depot  109.15 
Solution Builders  573.00 
State of Minnesota Office of State Auditor  6,393.60 
Tmobile  69.01 
Tim Kelly  70.93 
Tom Gile  188.15 
Verison  122.43 
Voigt's Bus Company  421.33 
Wenck Associates, Inc.  27,316.43 

8. Steele Flooding Complaint: Kelly noted that Janke’s inspection of dead trees found that trees of same species in the same relative landscape position were both dead and alive. Kelly indicated that there may well be an additional circumstance on the property causing the tree damage and death.

Steele read a letter that he provided to the Board. The letter contained 3 concerns of Mr. Steele.

1. Culvert was collapsed in May 2011. Had it been replaced immediately, water levels would have been much lower.
2. The ditch on east side of Steele’s property, which is on Lashinski property, contains dead trees that should be removed.
3. Beaver removal is an urgent manner, which would then allow the dam to be removed.

The Board received Mr. Steele’s comments. Johnson asked the status of the beaver removal. Kelly stated the District trapper has had health issues; so on July 6th staff removed a large section of the dam to drop water levels. Kelly stated the District will be researching the possibility of doing our own trapping or hiring a replacement. There is now a statute, which will allow the District to receive a blanket permit from the state for trapping. Steele noted that the beaver dam is not on his property. Kelly stated the District or actual property owner can remove the dam with the proper permits. Hoffman noted that higher water will make it easier in trapping the beaver.

Kelly stated that the collapsed culvert was the responsibility of the property owners and the District was responsible for the removal of the obstruction.
Kelly also stated that the dead trees in the ditch are not in the channel or causing an obstruction at this time.

Motion to receive the staff report was made by Hoffman and seconded by Johnson. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

9. NPDES Permit Comments: A motion to Review and Approve comments for forwarding to MPCA was made by MacNally and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

PERMIT ITEMS
10. The Lakes 52nd Addition: The purpose of this project is single family lot development north of Lakes Parkway, west of North Lake Blvd. and south of 123rd Ln NE in Blaine, MN.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUES/CONCERNS</th>
<th>Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrows: Escrows have not been paid.</td>
<td>*<em>Performance Escrow; $1500 + (10 acre <em>200/acre) = $3,500.00</em></em></td>
</tr>
</tbody>
</table>

This project does meet District standards. Performance Escrows items must be submitted prior to issuance of a permit.

Staff recommendation was to Approve with 1 Stipulations.

1. Receipt of escrows of $3,500.00

Staff recommendation to Approve with 1 Stipulation was moved by Hoffman and seconded by Johnson

MacNally inquired how The Lakes are doing regarding complaints from residents. Gile stated calls from residents have decreased and have been forwarded to the management association. Gile also stated monitoring stations are still in place downstream and no readings go beyond acceptable ranges. MacNally asked if previous lots, located in The Lakes, have come into compliance. Kelly stated those that complained are still not happy; however those in charge feel they are following their comprehensive plan. He also stated that it is the District’s position to continue monitoring and if/when the outfall levels exceeds state standards they will lose the ability to continue management of these issues. MacNally asked if it would be reasonable to Table this application until the District has checked with the City of Blaine on their view of additional building prior to satisfying previous compliance issues. Gile said we could check with the City, but should not hold up this project as it does meet our standards. MacNally stated he is not against this development project in anyway, but he would like to know what this City is seeing in that area. Kelly stated we will get a report from the City and noted that this project exceeds water quality management compliance.
Motion carried with four yeas (Bromley, Hoffman, Johnson, and Westlund) and one nay (MacNally).

MacNally asked that staff obtain a report from the City of Blaine in regards to The Lakes.

11. **2307 155th Lank Private Culvert:** The purpose of this project is installation of private culvert connecting CD 37 to a private lateral ditch and installation of a rock check weir in CD 37 at 2307 155th Lane in Andover, MN.

The staff report provided to the Board identified the following issues and concerns:

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<tbody>
<tr>
<td>Escrows: Escrows have not been paid.</td>
<td>Performance Escrow: $1500 + ($10 * 75 If of Ditch) = $2250.00.</td>
</tr>
<tr>
<td>Maintenance: The proposed project does include a ditch maintenance easement but the applicant has not acknowledged this easement.</td>
<td>The applicant must acknowledge the 100’ easement centered on the ditch.</td>
</tr>
</tbody>
</table>

The project does meet District standards. Maintenance issues need to be submitted prior to issuance of a permit.

Staff recommendation was to Approve with 2 Stipulations:

1. Receipt of escrows of $2,250.00
2. The applicant must acknowledge the 100’ easement centered on the ditch.

Gile noted that he received an email from Mr. Chadwick this afternoon regarding the easement, so there is only one stipulation remaining. MacNally asked why the project was done. Gile stated Mr. Chadwick was noticing scouring and had discussed this with the City of Andover. He was told it is a private ditch and his responsibility to repair.

Staff recommendation to Approve with 1 Stipulation was moved by MacNally and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

12. **93rd Lane Area Industrial Park Street Improvements Phase I:** The purpose of this project is street milling and overlay, culvert replacements, and road side ditch grading on Davenport Street from 91st Ave to 93rd Lane and Isanti Street NW between 93rd Lane and Radisson Road NE in Blaine, MN.

The staff report provided to the Board identified the following issues and concerns:

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<tbody>
<tr>
<td>Escrows: Escrows have not been paid.</td>
<td>Performance Escrow; $1500 + (10 acre *200/acre) = $3,500.00</td>
</tr>
</tbody>
</table>

*200/acre = $3,500.00
Soils & Erosion Control: Project site is greater than 1 acre; an NPDES permit is required. Ditch 41-1 is an impaired water. Per NPDES requirements land disturbed within 200 feet of an impaired water must be stabilized within 24 hours.

Stabilize all disturbed land within 200 feet of Ditch 41-1 within 24 hours.

This project does meet District standards. Performance Escrows and Soils & Erosion Control items must be submitted prior to issuance of a Permit.

Staff recommendation was to Approve with 2 Stipulations:
1. Receipt of escrows of $3,500.00
2. Stabilize all disturbed land within 200 feet of Ditch 41-1 within 24 hours.

Staff recommendation to Approve with 2 Stipulations was moved by Hoffman and seconded by MacNally. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

13. Windfall Medical Office Building: The purpose of this project is building demolition, new building, parking and stormwater infrastructure construction at 3789 Coon Rapids Blvd. NW, Coon Rapids, MN.

The staff report provided to the Board identified the following issues and concerns:

<table>
<thead>
<tr>
<th>ISSUES/CONCERNS</th>
<th>Needs</th>
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</thead>
<tbody>
<tr>
<td>Escrows: Escrows have not been paid.</td>
<td>Performance Escrow; $1500 + (4 acre *200/acre) = $2,300.00</td>
</tr>
<tr>
<td>Maintenance: The applicant has stated that they intend to enter an Operations and Maintenance agreement with the District to cover the infiltration basins.</td>
<td>An O&amp;M agreement must be executed with the District prior to issuance of a CCWD Permit.</td>
</tr>
<tr>
<td>Stormwater &amp; Hydraulics: A post construction test on the infiltration basin will be required to verify the assumed infiltration rates are obtained. Conduct the test by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</td>
<td>The applicant must acknowledge that a post construction test on the infiltration basin will be conducted by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</td>
</tr>
</tbody>
</table>
This project does meet District standards. Performance Escrows, Maintenance and Stormwater & Hydraulics items must be submitted prior to issuance of a Permit.

Staff recommendation was to Approve with 4 Stipulations.
1. Receipt of escrows of $2,300.00.
2. An O&M agreement must be executed with the District prior to issuance of a CCWD Permit.
3. The applicant must acknowledge that a post construction test on the infiltration basin will be conducted by filling the basin to a minimum depth of 6 inches with water and monitor the time necessary to drain. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
4. To provide adequate pretreatment for the infiltration basin increase the upstream sump manhole depth to 4 feet below the outlet invert.

Staff recommendation to Approve with 4 Stipulations was moved by Westlund and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

14. Andover Station North Volume Reduction Variance Request: The purpose of this project are monitoring reports for the mitigation wetlands for Andover Station North indicate the site is lacking in over 3 acres of created wetland on the intended 5.6 acres of creation. Application of the 1” volume reduction requirement would take additional water away from the mitigation, which was intended in the original design at NW ¼ of Hanson Blvd and Bunker Lake Blvd in Andover, MN.

The staff report provided to the Board identified the following issues and concerns:
1. The mitigation was designed with full runoff from the Andover Station North Development.
2. Slow development of Andover Station North has not allowed for the full intended runoff from the development to the Mitigation Wetlands
3. Decreases in regional groundwater have negatively impacted the design’s intended Normal Water level and wetland boundaries.
4. Wetland Mitigation for Andover Station North was originally designed to create 5.60 Acres of Mitigation Credit. Currently the site is 3.11 acres short.
5. The Letter Additionally states the following “Pinnacle and Ryan request that runoff from any adjacent developments be routed into the mitigation areas, when possible, for as long as the original wetland mitigation design is not adversely affected and no adverse impacts effect the hydraulically connected Department of Natural Resources (DNR) protected Public Water Wetland No. 2-616W. If possible the waiver and routing would apply until the mitigation area meets the anticipated design goals and are certified by the CCWD as having met the WCA permit required mitigation.”
Staff recommendation to Approve the Variance was moved by Johnson and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

Staff recommendation to Direct Staff to work with potential future projects within the same catchment area and sub-watershed as the Andover Station North Mitigation wetlands to identify feasible sites from which additional volume can be routed to the Andover Station North Wetland Mitigation Areas so long as;

1. Those projects maintain the Purpose and Intent of the CCWD Rules.
2. Those sites are developed and maintain compliance with the Districts rules, regulations, and policies.
3. There is not an adverse effect to public or private infrastructure.
4. There is not an adverse effect to public or private property.
5. There is not an adverse effect to the originally designed Wetland Mitigation and Stormwater features of Andover Station North.
6. There is not an adverse effect to existing water resources in the District.

was moved by Johnson and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

DISCUSSION ITEMS

15. Consider Potential Use of Consent Agenda: Westlund requested a discussion of consent agendas. Johnson stated he likes this idea, however without work sessions the meeting is the only time for discussion. And he suggested the possibility of needing to see packets prior to the Friday before a meeting when possible.

Motion Directing Staff to move the policy forward for adoption at the next meeting was made by Bromley and seconded by Hoffman. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

16. Rough Draft 2013 Budget: Kelly presented a preliminary 2013 budget, which was open for discussion. Per Diem and iPads were discussed, as well as benefits and grant revenue. No action was taken.

17. Ditch 11 Repair: Hoffman stated he would make no comments regarding this item and will refrain from voting. Janke provided a PowerPoint presentation. Janke the District was notified of high water on Ditch 11 between Naples and Durrant in June, 2012. This was immediately after a large storm and ponding was occurring on sod fields, which had no active crops. An immediate inspection found no obstructions. This ditch was inspected in 2011 and accumulated sediment was found between Naples and Hentges. Sediment was 1 to 1½ foot above approved elevations, which seems to be due to the culverts in this area being approximately 1’ above approved elevations. The District is now working with the county and owners of the culverts to correct this issue.
In 2011 the District cleaned the portion of the ditch downstream from Durant. The District budgeted $17,500 in 2012 to clean the portion from Naples to Durant. The cleaning now includes tree removal in addition to sediment removal. The estimated cost is now $18,000.

Janke explained there is a property owner in this section of the ditch that has concerns regarding the cleaning and access and past damage to his property. Kelly explained that the one of the first steps in a project such as this is to hold a public workshop to layout the need and project for the landowners. Kelly will work with the City of Ham Lake to set up this workshop.

Kelly also informed the Board of two matters pertaining to this ditch:

1. The effective grade is above the approved grade due to the incorrect elevations of the culverts at Constance (County culvert) and Tippicanoe (Ham Lake culvert), which were installed in the early 1990’s. Each was informed at that time that they must apply for a permit to correct the elevations. Kelly has talked to Anoka County and the City of Ham Lake. Both of plan to budget in 2013 for this correction. Another is that culvert sizes are 42” at Hentges, 42” & 32” upstream and 36” to 48” downstream leading to flow restrictions.

2. Four years ago the area from Naples to Hentges southern culvert was cleaned and in 2011 the area from Hentges southern culvert to Durrant was cleaned. Along with the 2012 cleaning a fair share of time and dollars are being spent on this area. Kelly stated that soil conservation practices and bank stabilization matters must also be addressed.

Staff recommendation to Repair the critical area and Initiate a workshop for property owners was moved by MacNally and seconded by Bromley. Motion carried with four yeas (Bromley, Johnson, MacNally, and Westlund) no nays, and one abstention (Hoffman).

18. Xeon Pond Completion Update: Janke gave a PowerPoint presentation. He noted that the Xeon Pond project was basically completed June 29th and was under budget by approximately $5,277. This included the required dewatering.

19. Sand Creek Rain Gardens Project: Janke gave a PowerPoint presentation. He noted that $47,927 remains available for this project. There are two additional funding sources for the project, which are contributions from City of Coon Rapids and Anoka Conservation District. With these contributions the balance will be $62,766 and the 2011 estimated cost was $61,563.

Staff recommendation allowing staff to seek bids and contact MPCA regarding grant funds was moved by MacNally and seconded by Westlund. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

20. Pleasure Creek Inspection Report: Janke gave a PowerPoint presentation. He stated this was the first of the 2012 ditch inspections completed. In the headwaters ponds and culverts are in relatively good condition and the lower portion contains a majority of the issues. Pleasure Creek is a steep system where 65 maintenance needs were documented, which includes
obstructions, erosion, and trees/brush. Four of these needs require immediate attention, which the cities are addressing.

21. **Ditch 23 Inspection Report:** Janke gave a PowerPoint presentation. Ten maintenance needs were documented, with none being of immediate need. Kelly noted water quality testing has been done with bacteria found and this is coming from the wetland.

**INFORMATIONAL ITEMS**

22. **Article: The Four E’s of Great Government:** Article in Minnesota Cities by Kristen Norman-Major.

**ADJOURN**

The meeting adjourned at 9:13 PM on a motion by Hoffman and seconded by MacNally. Motion carried with five yeas (Bromley, Hoffman, Johnson, MacNally, and Westlund) and no nays.

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Byron Westlund, President