COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING
May 13, 2013

The Board of Managers of the Coon Creek Watershed District held their regular meeting on May 13, 2013, 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 (8:00 PM arrival), Bill MacNally, and Byron Westlund
Staff: Jon Janke, Tom Gile, Tim Kelly, Ed Matthiesen, and Michelle Ulrich
Others: Mel Aanerud-HamLake Park & Tree Commission, Prentice Beadell-Ham Lake Park & Tree Commission, Dave Full-City of Coon Rapids, Clayton Kearns-Blaine CCWD Board Appointee, Jim Lindahl-Anoka Conservation District, Barb Mikols-The Lakes, Blaine, and Linda Miller-The Lakes, Blaine

2. Approval of the Agenda: Motion to approve the agenda was made by MacNally and seconded by Hoffman. Motion carried with four yeas (Bromley, Hoffman, MacNally, and Westlund) and no nays.

3. Open Mike: None (moved to end of meeting). Mikols and Miller expressed a concern about the condition of Sunrise Lake, part of The Lakes development. They want to know who is responsible for the inspection and maintenance of the holding ponds adjacent to Sunrise Lake. It was noted that there were going to be residents of this development meeting with the Blaine Mayor on the 14th. Kelly stated he would meet with Mikols and Miller after this meeting to update them on the history of this development and discuss their concerns.

CONSENT AGENDA
4. Approval of Minutes
5. Receive Staff Report
6. Receive Monthly Financial Statements
7. Approve Bills

<table>
<thead>
<tr>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka County</td>
<td>44,846.55</td>
</tr>
<tr>
<td>Anoka County Parks</td>
<td>210.00</td>
</tr>
<tr>
<td>Anoka-Hennepin Community Ed Office</td>
<td>57.50</td>
</tr>
<tr>
<td>Ben Meadows</td>
<td>75.99</td>
</tr>
<tr>
<td>Blaine Office Partners</td>
<td>3,563.03</td>
</tr>
<tr>
<td>Blaine Office Partners</td>
<td>89.53</td>
</tr>
<tr>
<td>BrightKEYS Building &amp; Develop. Corp</td>
<td>379.10</td>
</tr>
<tr>
<td>Comcast</td>
<td>116.90</td>
</tr>
<tr>
<td>ECM Publishers</td>
<td>492.00</td>
</tr>
<tr>
<td>ESRI, Inc.</td>
<td>1,790.54</td>
</tr>
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</table>
Flat Rock Geographics  6,025.51
Forestry Suppliers, Inc.  694.72
GovConnection, Inc.  586.43
Hewlett-Packard Financial Services Company  242.25
Jive Communications, Inc.  269.50
Jon Janke  99.44
Kraus-Anderson Construction  1,071.00
Laurent Land Developers, Inc.  1,009.35
League of Minnesota Cities Insurance Trust  6,060.00
Lida Construction  991.20
Metro Sales, Inc.  186.40
M Ulrich  3,101.75
Office Depot  114.28
Solbrekk  941.94
Solution Builders  621.07
Sun Newspapers  92.93
Tmobile  32.63
TMH Development, Inc.  963.10
Tom Gile  220.92
US Postmaster  46.00
University of MN Regents  875.00
Verison  137.16
Wenck Associates, Inc.  16,882.18

Motion to Approve Consent Agenda was moved by Hoffman and seconded by Bromley. Motion carried with four yeas (Bromley, Hoffman, MacNally, and Westlund) and no nays.

POLICY ITEMS
8. **Coon Rapids Request for Boundary Amendment**: Kelly explained the new area is approximately 230 acres located in the NW portion of Coon Rapids and is currently being served by Lower Rum River Water Management Organization. The five reasons for this request are:

   1. It would allow for a more efficient use of resources, and
   2. It minimizes the costs of public capital expenditures.
   3. It simplifies the planning and reporting requirements thereby reducing costs
   4. It creates a more uniform set of policies and control leading to more consistency throughout the city.
   5. It would consolidate the official controls with regard to protection of groundwater, and its beneficial use.

Motion Directing Staff to complete Boundary Petition and Request Statement of Concurrence from the City of Coon Rapids was made by MacNally and seconded by Hoffman. Westlund asked Full if he knew what portion of LRRWMO’s budget this area represents, however Full did not know. Motion carried with four yeas (Bromley, Hoffman, MacNally, and Westlund) and no nays.
9. **Receive Stonybrook Inspection:** Janke gave a PowerPoint presentation of his inspection. Stonybrook’s open channel is located primarily in Fridley, running from the railroad tracks to the Mississippi River. Janke stated there are no immediate maintenance needs. However, there are 2 obstructions, which should be budgeted for 2014.

Motion to Receive Report, Budget for 2014, and re-inspect in 2018 was made by MacNally and seconded by Hoffman. Motion carried with four yeas (Bromley, Hoffman, MacNally, and Westlund) and no nays.

10. **Receive Annual Inspection of Structure:** Janke gave a PowerPoint presentation of his inspection of the 7 structures, which range from 10 years to 44 years old. The Timberline and Prairie Creek weir repairs are scheduled for 2013. The Crooked Lake Outlet structure should be monitored, as the culvert bottom is gone and should be rotated or replaced in the future.

Motion to Receive the Report was made by Hoffman and seconded by Bromley. Motion carried with four yeas (Bromley, Hoffman, MacNally, and Westlund) and no nays.

11. **Capiello Bank Stabilization Project:** Janke noted this project is in Coon Rapids on Lower Coon Creek, just down-stream from the Featherstone project done in 2012. This bank erosion was identified in 2010 and the 2013 budget has $20,250 assigned to this project.

Motion giving Staff Permission to develop design alternatives was made by MacNally and seconded by Bromley. Motion carried with four yeas (Bromley, Hoffman, MacNally, and Westlund) and no nays.

**PERMIT ITEMS**

12. **Nightingale Street Reconstruction:** This project was removed from the agenda.

13. **Marquest Meadows West:** The purpose of this project is subdivision construction at 115th and Jefferson 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><strong>Performance Escrow:</strong> $1500 + (6 acre *200/acre) = $2,700.00</td>
</tr>
<tr>
<td>Groundwater: The grading plan shows proposed contours through the proposed house pad that are not reasonable and should be revised.</td>
<td>Revise grading plan such that surface water is not routed into the building pad of lot 4 and 5</td>
</tr>
<tr>
<td>Maintenance: It is unknown if property owners affected by changes in drainage</td>
<td>Provide signed documentation from the owner of Creekside Lot 20 allowing</td>
</tr>
<tr>
<td><strong>have been notified and have acknowledged the changes proposed.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>It is unknown if permission has been granted by adjacent property owners for grading which is proposed off of the applicant’s property.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> Overland flow from the existing church parking lot will now flow across private property towards the existing northern stormwater pond with no method to prevent obstruction of flow.</td>
<td></td>
</tr>
<tr>
<td>The applicant has not acknowledged that they will perform a post construction test of the infiltration basin</td>
<td></td>
</tr>
<tr>
<td>Provide a clear channel for flow from the existing church parking lot to the proposed infiltration basin. Provide a drainage and utility easement over the channel to ensure access for inspection and maintenance purposes.</td>
<td></td>
</tr>
<tr>
<td><strong>Wetlands:</strong> It is unclear if the project proposes any wetland impacts.</td>
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<tr>
<td><strong>Upland data-points 1 and 2 both have 100% of the dominant species facultative</strong></td>
<td></td>
</tr>
<tr>
<td><strong>A spring field check of the site during the growing season will be needed to make a final determination as to the existence of wetlands on site.</strong></td>
<td></td>
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</tbody>
</table>
or wetter (Meeting the Fac Neutral test for vegetation). The report states that soil borings were not accomplished due to frozen conditions but the locations are determined to be non-wetland. Without supporting hydrology and soils data a determination of the sample point not meeting the wetland criteria cannot be made when the vegetation criteria is clearly met.

Changes to the grading plan could occur depending on the findings of that investigation.

This project does not meet District standards. The following items must be submitted in order to proceed with further review.

Staff recommendation to table with 8 Stipulations.

1. Receipt of escrows of $2,700.00
2. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin 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.
3. Revise drainage swale behind Lot 4 with spot elevations showing that it drains at 2% slope or grater.
4. Include stormwater system with area drains behind Lot 4 or spot elevations and contouring showing at least a 2% grade.
5. Provide signed documentation from the owner of Creekside Lot 20 allowing construction and installation of the discharge pipe between the proposed infiltration basin and the pond to the north on adjacent property.
6. A well-defined channel and drainage easement that will direct water from the existing church parking lot to the proposed basin needs to be shown on the plans.
7. The applicant should coordinate with the City of Blaine to ensure Low floors are approvable by the City with appropriate consideration given to the control elevation of the Creekside Pond.
   a. Include the Creekside development and Creekside pond in the proposed site model.
8. A spring field check of the site during the growing season will be needed to make a final determination as to the existence of wetlands on site.
   a. Changes to the grading plan could occur depending on the findings of that investigation.

Staff recommendation to Table with 8 Stipulations was moved by Hoffman and seconded by MacNally. Motion carried with four yeas (Bromley, Hoffman, MacNally and Westlund) and no nays.

14. Marquest Meadows North: The purpose of this project is subdivision of an existing 5 acre wooded parcel just south of intersection of 128th Ave NE and Harpers St. 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>
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<tbody>
<tr>
<td><strong>Escrows:</strong> Escrows have not been paid.</td>
<td><strong>Performance Escrow:</strong> $1500 + (6 acre *200/acre) = $2,700.00</td>
</tr>
<tr>
<td><strong>Wetlands:</strong> The wetland boundary has not been approved.</td>
<td>A spring field check of the site during the growing season will be needed to make a final determination as to the existence of wetlands on site. Changes to the grading plan could occur depending on the findings of that investigation.</td>
</tr>
</tbody>
</table>

This project does not meet district standards. The following items must be submitted in order to proceed with further review.

Staff recommendation to table with 2 Stipulations.
1. Receipt of escrows of $2,700.00
2. A spring field check of the site during the growing season will be needed to make a final determination as to the existence of wetlands on site.
   a. Changes to the grading plan could occur depending on the findings of that investigation.

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

15. SLP Elementary School Park Terrace: The purpose of this project is five building additions, one bus corral, and one parking lot addition in the NE corner of Terrace Road NE and Reco Lane NE in Spring Lake Park, 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><strong>Escrows:</strong> Escrows have not been paid.</td>
<td><strong>Performance Escrow:</strong> $1500 + (7 acre *200/acre) = $2,900.00</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> The applicant is meeting the volume management requirement equivalent to infiltrating runoff from the first inch of precipitation.</td>
<td>The applicant must acknowledge that a post construction test of the StormTech units needs to be conducted to ensure design performance. The Coon Creek Watershed District shall be notified prior to the test to witness the results.</td>
</tr>
</tbody>
</table>
Details are not provided for the infiltration facility. Provide construction details for each of the StormTech chambers.

Match details noted in the legend on C1.3PT to C3.3.

This project does meet District standards. Performance Escrows and Maintenance and Stormwater & Hydraulics items must be submitted prior to issuance of a Permit.

Staff recommendation to approve with 4 Stipulations.

1. Receipt of escrows of $2,900.00
2. The applicant must acknowledge that they will conduct a post construction test on the infiltration basin 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.
3. Provide construction details for each of the StormTech chambers.
4. Match details noted in the legend on C1.3PT to C3.3.

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

16. Dollar Store of Blaine: The purpose of this project is development of a new Dollar Store and parking lot at Ulysses St. near the intersection of Ulysses and 117th Ave NE in Blaine, MN.

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

<table>
<thead>
<tr>
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<th>Needs</th>
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</thead>
<tbody>
<tr>
<td><strong>Escrows:</strong> Escrows have not been paid.</td>
<td><strong>Performance Escrow:</strong> $1500 + (2 acre *200/acre) = $1,900.00</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> The applicant has stated they intend to enter into an Operations and Maintenance agreement with the CCWD for the proposed stormwater facilities.</td>
<td>The applicant must provide proof of a fully executed and recorded O&amp;M agreement to the CCWD prior to issuance of a permit.</td>
</tr>
<tr>
<td><strong>Stormwater &amp; Hydraulics:</strong> The Emergency Over Flows for the two infiltration basins are two close to the over flow rim elevations to ensure that flow will go to the storm sewer as the primary over flow instead of the grassed water way. There should be minimum 0.5’ difference between the grassed and storm sewer</td>
<td>Show the storm sewer rim elevations at least 0.5’ lower than the grassed over flow EOF for each infiltration basin.</td>
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</table>
casting rim elevation. 

The west basin #2 has the elevation noted incorrectly. According to the adjacent contour lines is should be less than 893.0. Correct the EOF elevation for Basin #2 to be lower than the adjacent contour.

This project does meet District standards. Performance Escrows and Maintenance and Stormwater & Hydraulics items must be submitted prior to issuance of a Permit.

Staff recommendation to approve with 4 Stipulations.

1. Receipt of escrows of $1,900.00
2. The applicant must provide proof of a fully executed and recorded O&M agreement to the CCWD prior to issuance of a permit.
3. Show the storm sewer rim elevations at least 0.5’ lower than the grassed over flow EOF for each infiltration basin.
4. Correct the EOF elevation for Basin #2 to be lower than the adjacent contour.

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

DISCUSSION ITEMS
17. Budget: Review Program Commitments and Requests: Kelly presented a detailed potential 2014 budget requests in areas of projects, commitments, and capital equipment. Discussion followed regarding vehicle purchases and security measures. No action was taken. Westlund asked what percent of the projects and commitments are due to the addition of the Six Cities area. Kelly stated that approximately 35% are in that area.

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

18. Discussion with Ham Lake Parks on District Easements: Aanerud explained that Ham Lake Park and Tree Commission is interested in the possibility of mowing along Coon Creek for recreational purposes, therefore this easement discussion. Westlund stated he and Hoffman met with this Commission to discuss the background of this issue, easements and their purpose for CCWD. Ulrich stated the District’s easement is for the purpose of maintenance of the creek.

Full explained that Coon Rapids has a recreational easement, which is directly laid over CCWD’s easement in some areas of Coon Rapids. CCWD and property owners have the final say if this overlay is possible.

Westlund suggested Ham Lake Park and Tree Commission look to the City of Coon Rapids for guidance in procedures of easement overlaying.
19. **WRAPP Phase 1 Summary Report:** Kelly stated this project is a comprehensive assessment of water quality in the District. Phase 1 was completed in April and MPCA was invoiced. Kelly noted five stressors have been identified and will be examined in greater detail. Those are TSS; turbidity; nutrients; altered habitat; and altered hydrology.

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

**INFORMATIONAL ITEMS**

20. **Geologic Atlas:** Kelly stated Anoka County has now completed the paper and digital versions of this atlas.

21. **Atlas 14:** Kelly noted this has now been published and contains changes revising figures downward. The figures can be viewed per individual pieces of property.

22. **Ditch 17 Clean Up Issue:** Kelly noted that copies of Janke’s letter to Mr. Klein have been sent to the City of Blaine.

23. **Decrease in Insurance Premiums:** Kelly noted CCWD’s insurance premiums will decrease by $266.


25. **Office Space:** Kelly noted that the 21st Century Bank has possibly been sold and this could potentially result in a change of our lease in 5 years.

26. **2013 Sand Creek Project Rescheduled:** Kelly stated that streets in this area will be resurfaced very near the time CCWD would have been involved in this project. Therefore this project has been moved to 2014.

Anoka County Highway Department will be redoing University Avenue south of Main Street in 2013. There is an area North of the cemetery and west of University Avenue, which currently receives no stormwater treatment. The District is going to work with the city and county highway to develop a project which would benefit this area and be completed in 2013.

27. **Columbus City Council May 22:** Kelly requested that 2 Managers attend meeting.
ADJOURN
The meeting adjourned at 8:50 PM on a motion by Johnson and seconded by Bromley. Motion carried with five yea's (Bromley, Hoffman, Johnson, MacNally and Westlund) and no nays.

______________________________
Byron Westlund, President