COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 26, 2019
AGENDA NUMBER: 6
ITEM: District Change of Principal Place of Business

AGENDA: Policy

ACTION REQUESTED
1. Hold hearing to receive comments on the change in the District’s principal place of business from Bunker Hills Activity Center to 13632 Van Buren St. NE, Ham Lake, MN
2. Adopt Findings and Order concerning District’s principal place of business.

BACKGROUND
At the August 12 meeting the Board continued the hearing to receive comments on the change in the District’s principal place of business from Bunker Hills Activity Center to 13632 Van Buren St. NE, Ham Lake, MN.

With the purchase of the office building on Van Buren and the move-in date occurring the end of July or by the middle of August the District will need to change its principal place of business to the new location. There is a statutory process that governs this action is found in Minnesota Statutes section 103D.321 (2018).

At the July 8 meeting the Board reviewed three elements of this issue and took action on two:
1. Reviewed a five-step process, as identified in statute for changes the District’s principle place of business.
   a. Pass a Resolution stating the proposed change of location.
   b. Give notice of public hearing to receive comments on the proposed change
   c. Adopt an order by the Board to change business locations
   d. File order with Secretary of State
   e. Select effective date of change
2. Adopted Resolution 19-07 Initiating Change of District’s Principal Place of Business
3. Moved to hold a hearing August 8 to receive comments on the change in the District’s principal place of business from Bunker Hills Activity Center to 13632 Van Buren St. NE, Ham Lake, MN.

ISSUES/CONCERNS
Resolution stating the proposed change of location: Adopted July 8. Attached.
**Hearing to Receive Comments on Proposed Office Location Change:** Public notice was provided in the District’s newspapers and District website on Friday July 19 and 26, 2019 of a hearing for questions, comments and concerns related to the District changing the location of its principle place of business.

**Potential Outline for Hearing:**
1. Open Hearing
2. Review of Building Purchase and Legislative Requirements
3. Request for Questions, Concerns and Issues
4. Thank Participants
5. Close Hearing

**Order:** In an effort to keep this moving, the attorney has prepared an order (attached) changing the District’s place of business for consideration and possible adoption at either the August 12 or 26 meeting.

**PRIOR DECISIONS**
July 8: Reviewed a five-step process, as identified in statute for changes of the District’s principle place of business.

**OPTIONS**
1. Hold hearing and adopt order at this hearing
2. Hold hearing and adopt order or revised order at the August 26 meeting

**RECOMMENDATION**
Complete hearing and adopt order.
RESOLUTION NO. 19-07
COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS

INITIATING CHANGE OF DISTRICT’S PRINCIPAL PLACE OF BUSINESS

WHEREAS, the Coon Creek Watershed District (District) on December 21, 2018 acquired an office building located at 13632 Van Buren Street N.E., Ham Lake MN 55304, for the purpose of housing the District’s public offices and conducting its statutory watershed activities and operations; and

WHEREAS, since acquiring this property the District has been working on remodeling the office space to accommodate its needs, and is now ready to fully occupy the office space in carrying out its statutory public duties and obligations; and

WHEREAS, the Legislature under Minnesota Statutes section 103D.321 (2018) authorizes the District Board of Managers upon notice and hearing to change the District’s principal place of business; and

WHEREAS, it is in the public’s best interests to change the District’s principal place of business to its wholly-owned office headquarters located at 13632 Van Buren Street N.E., Ham Lake, MN 55304.

THEREFORE, BE IT RESOLVED that pursuant to Minnesota Statutes section 103D.321 (2) (2018) the Coon Creek Watershed District Board of Managers proposes to change the District’s principal place of business from the Bunker Hills Activity Center of Anoka County, 550 Bunker Lake Boulevard, Andover, MN, to 13632 Van Buren Street N.E., Ham Lake, MN 55304; and

BE IT FURTHER RESOLVED that in accordance with Minnesota Statutes section 103D.321 (2)(a), (b) (2018) the Coon Creek Watershed District Board of Managers will set a date for public hearing on the change of principal place of business, direct notice of hearing and further proceed in accordance with Minnesota Statutes section 103D.321 (2018).
STATE OF MINNESOTA
COUNTY OF ANOKA

COON CREEK WATERSHED DISTRICT

In the Matter of: Change of Principal Place of Business

FINDINGS AND ORDER

The above matter came on for hearing before the Coon Creek Watershed District Board of Managers pursuant to Minnesota Statutes section 103D.321 (2) (2018) on August 12, 2019 and August 26, 2019 at 5:30 p.m. at the regular meeting of the Coon Creek Watershed District Board of Managers at 13632 Van Buren Street N.E., Ham Lake, MN 55304.

The hearing was held upon the resolution of the Coon Creek Watershed District Board of Managers pursuant to Minnesota Statutes section 103D.321 (2)(a) (2018) to change the Coon Creek Watershed District’s principal place of business to the office building the Coon Creek Watershed District has acquired for the purpose of housing its public offices and conducting its public business. The office building is located in Ham Lake within the Coon Creek Watershed District.

Based upon the record and proceedings in this matter the Coon Creek Watershed District Board of Managers makes the following:

FINDINGS

1. The Coon Creek Watershed District (District) held a duly noticed hearing in this matter on August 12, 2019 which was continued by recess to August 26, 2019.

2. Notice of hearing in this matter was given pursuant to Minnesota Statutes section 103D.321 (2)(b) (2018) and according to District internal protocols.

3. All interested parties who were present and desired to be heard were heard.

4. On December 21, 2018 the Coon Creek Watershed District acquired an office building located at 13632 Van Buren Street N.E., Ham Lake, MN 55304 for the purpose of housing its public offices and conducting its statutory public duties and obligations.

5. Since acquiring this property the District has been working on remodeling the office space to accommodate its needs, and is ready to fully occupy the office space in carrying out its statutory public duties.

6. It is in the public’s best interests to change the District’s principal place of business from the Bunker Lake Activity Center of Anoka County, 550 Bunker Lake
Boulevard, Coon Rapids, MN to its wholly-owned public facility office headquarters located at 13632 Van Buren Street N.E., Ham Lake, MN 55304, within the Coon Creek Watershed District.

ORDER

Pursuant to Minnesota Statutes section 103D.321 (2)(b) (2018) the principal place of business of the Coon Creek Watershed District is changed to the following location: 13632 Van Buren Street N.E., Ham Lake, MN 55304.

IT IS SO ORDERED.

Dated: August 26, 2019

COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS

By ________________________________
Its President