

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 9, 2023, at the Coon Creek Watershed District Office.

1. Call to Order: The meeting was called to order at 11:01 AM

Board Members Present: Mary Campbell, Matthew Herbst, and Dwight McCullough.

Board Members Absent: Patrick Parker

Staff Present: Corinne Elfelt, Jenny Gooden, Maura Hearn, Tim Kelly, Abby Shea, and Michelle Ulrich

Staff Present via Zoom: Dawn Doering, Erin Edison, Jon Janke and Abbey Lee

2. Approval of the Agenda: Board Member McCullough made a motion to add Permit Review Items: 16.) 99th Avenue and Baltimore Roundabout Improvements; 17.) Coon Creek Blvd. Bridge Replacement; 18.) Mercy Hospital Ambulance Garage; 19.) Scooters Coffee and 20.) Tronson Apartments to the Consent Agenda. Seconded by Board Member Campbell. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

Board Member Campbell moved to Approve the Amended Agenda; Seconded by Board Member McCullough. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

3. Announcements:

Administrator Kelly stated that the Board members should have received a letter from the Campaign Finance Board and reminded them to update their information. He provided a copy of the letter to the Board members who had not received one.

4. Discussion from the Floor: None

CONSENT ITEMS

5. Approval of Minutes of December 12, 2022

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills: Claims totaling \$211,884.64 for December 27, 2022, and \$45,450.95 for January 9, 2023, on the following disbursement(s) list will be issued and released upon Board approval.

December 27, 2022	
To	Amount
Advanced First Aid	713.00
Anoka County	125,086.63
Centerpoint Energy	456.29
City of Fridley	10,000.00
Dawn Doering	27.49
EOR	6,611.63
North Risk Partners	255.00
Sarah Grace Photography	1,956.00
Abby Shea	215.87
Stantec Consulting Services	46,818.50
U of MN Regents	18,600.00
Well Groomed Lawns	1,105.00
Xcel Energy	39.23
	211,884.64
January 9, 2022	
To	Amount
Connexus Energy	226.97
Loffler	108.01
Michelle J Ulrich PA	2,356.75
Julie Peterson	30.20
Stantec	21,099.43
US Bank	5,819.38
Chase Vanderbilt	182.31
Well Groomed Lawns	0.00
	29,823.05
To	Amount
A1 Floor & Carpet Care	1,056.25
APWU	286.25
Leymar Comp	1,054.00
Metro Watershed Partners	12,500.00
Poop 911	731.40
	15,627.90
TOTAL BOTH	45,450.95

The following Permit Items were moved to the Consent Agenda by motion:

16. 99th Avenue and Baltimore Roundabout Improvements Permit Review:

The purpose of this project is the reconstruction of an intersection to include a roundabout at the intersection of 99th Avenue and Baltimore Street in Blaine, Minnesota.

Staff recommendation was to Approve with 2 Conditions and 1 Stipulation as follows:

Conditions:

1. Receipt of Escrows, \$2,895.00.
2. Update the proposed catch basin sumps to have a minimum of 4-foot depth to prevent resuspension and to provide SHSAM calculations indicating TSS removal rates of at least 80% to meet the District's requirements.

Stipulations:

1. Submittal of as-builts for the following stormwater management practices, including critical elevations and proof of installation for hydrodynamic separators, if applicable:

Stormwater Treatment Practices	Number
Catch Basin Sumps	2

17. Coon Creek Blvd Bridge Replacement Permit Review:

The purpose of this project is the replacement of Bridge 02549 over Coon Creek at Coon Creek Boulevard in Coon Rapids, Minnesota.

Staff recommendation was to Approve with 3 Conditions and 2 Stipulations as follows:

Conditions:

1. Receipt of Escrows, \$2,995.00.
2. Update construction plans to stabilize soil stockpiles within 7 days of rough grading or inactivity.
3. Provide verification that wetland credits have been approved by BWSR.

Stipulations:

1. Submittal of as-built (invert, pipe material, pipe size) for culvert installation within County Ditch 57.
2. If dewatering is required, provide DNR dewatering permit prior to construction.
3. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule, and quantities prior to construction.

18. Mercy Hospital Ambulance Garage Permit Review:

The purpose of this project is the expansion of the ambulance garage land relocation of the main entrance and stormwater treatment features located at 4050 Coon Rapids Blvd NW in Coon Rapids, Minnesota.

Staff recommendation was to Approve with 6 Conditions and 2 Stipulations as follows:

Conditions:

1. Receipt of Escrows, \$2,565.00.
2. Update the label of detail 1 on sheet C8.2 to "Underground Infiltration System Typical Section".
3. Clearly locate construction entrance points on the erosion and sediment control plan.
4. Provide calculations and inputs to indicate sumps are appropriately sized to meet district removal rates of 80% TSS. SHSAM can be used with an OK110 particle size. A minimum of 4-foot depth is required to prevent resuspension.
5. Ensure the existing Rain Guardian Turret that is to be relocated is shown in a consistent location on all plan sheets. Show the proposed Rain Guardian Turret on the site plan.
6. Provide an O&M Agreement that meets District requirements.

Stipulations:

1. Submittal of as-builts for the following stormwater management practices, including volume, critical elevations:

Stormwater Treatment Practices	Number
Underground Filtration Basin	1
Catch Basin Sump	3
Rain Guardian	1

2. Completion of a post construction infiltration test(s) on the underground infiltration system 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.

19. Scooters Coffee Permit Review:

The purpose of this project is the construction of a new 678 square foot drive-thru coffee shop located at 170 89th Avenue NE in Blaine, Minnesota.

Staff recommendation was to Approve with 2 Conditions and 1 Stipulation as follows:

Conditions:

1. Receipt of Escrows, \$2,250.00.
2. Update construction plans to provide stabilization within 7 days of rough grading or inactivity.

Stipulations:

2. 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.

20. Tronson Apartments Permit Review: The purpose of this project is the construction of one single family home and a thirty-unit multi-family residential

development with associated stormwater features located at 1354 121st Avenue NW in Coon Rapids, Minnesota.

Staff recommendation was to Approve with 4 Conditions and 3 Stipulations as follows:

Conditions:

1. Receipt of escrows.
2. Provide note on construction plans that the bottom of P4 should be graded to drain towards outlet structure.
3. Provide an O&M Agreement that meets District requirements.
4. Provide proof of purchase of wetland credits after approval of the replacement plan.

Stipulations:

1. Submittal of as-builts for the following stormwater management practices, including volume and critical elevations:

Stormwater Treatment Practices	Number
Detention Basin	1
Infiltration Basins	3
Catch Basin Sump	3
Outlet Control Structure	4

2. Completion of post construction infiltration tests on Basins P1, P2, and P3 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.

Board Member McCullough moved to Approve the Consent Agenda Items; seconded by Board Member Campbell. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

POLICY ITEMS

9. Election of Officers

Administrator Kelly reported that the Board Chair elected in June 2022, is no longer on the Board. He reported that the Board is down two members. He stated that one of the positions has been posted and will be assigned by Anoka County Board of Commissioners.

He stated that under Minnesota Statutes 103D.315 the managers must elect different managers as President, Secretary, and Treasurer. He suggested that the Board recognize and elect the current Vice President to the President position as an act of succession.

Office	2023	Elect
President		Matt Herbst
Vice-President		
Secretary	Dwight McCullough	Dwight McCullough
Treasurer	Mary Campbell	Mary Campbell

Board Member Campbell moved to elect Vice President Herbst to President as an act of succession; seconded by Board Member McCullough. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

10. Designation of Depository

Administrator Kelly reported that the District is required to disclose its official depository.

Staff recommendation was to Adopt Resolution 2023-1 DESIGNATING THE US BANK AS THE OFFICIAL DEPOSITORY.

**RESOLUTION 2023-01
DESIGNATING THE US BANK AS
THE OFFICIAL DEPOSITORY**

WHEREAS, The Coon Creek Watershed District is authorized and formed under Minnesota Statutes 103D, and

WHEREAS, Minnesota Statutes 103D.351 requires the District to report its financial transactions, and Minnesota Statutes 103D.925 authorizes the District to issue warrants for payment of contracts and general expenses, and

WHEREAS, To accomplish both payment, and reporting the District must have a depository for its funds.

THEREFORE, BE IT RESOLVED THAT, The US Bank is the Official depository of the Coon Creek Watershed District.

Board Member McCullough moved to adopt Resolution 2023-01 DESIGNATING THE US BANK AS THE OFFICAL DEPOSITORY; seconded by Board Member Campbell. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

11. Designation of Fund Equity

Administrator Kelly reported 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 (42%) of operating expenditures.

Staff recommendation was to designate fund equities of \$998,248 for 2023.

Board Member Campbell moved to designate fund equities in the amount of \$998,248; seconded by Board Member McCullough. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

12. Designation of 2023 Mileage Rates

Administrator Kelly reported that the State Auditor has recommended that the Board explicitly adopt mileage rates effective for the year.

Staff recommendation was the Board adopt 2023 mileage rate of \$0.655 for reimbursement of staff use of personal vehicles.

Board Member Campbell moved to adopt the standard rate of \$0.655 /mile for reimbursement for use of a personal vehicle; seconded by Board Member McCullough. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

13. Board Waiver of Tort Liability

Administrator Kelly reported that effective for claims arising on or after July 1, 2009, the statutory municipal tort liability increased to \$500,000 per claimant and a total is \$1,500,000 per occurrence.

He stated that organizations obtaining liability coverage for the League of Minnesota Cities Insurance trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

Staff recommendation was to not waive the statutory tort liability limits.

Board Member McCullough inquired to Ms. Ulrich if it was in the best interest of the District to not waive the statutory tort liability limits.

Ms. Ulrich stated that it would be in the best interests and recommended not waiving the limit.

Board Member McCullough moved to not waive the statutory tort liability limits; seconded by Board Member Campbell. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

14. Designation of Official Paper

Administrator Kelly reported that historically, the Coon Creek Watershed District (CCWD) has designated the ABC newspapers, Anoka Union-Herald, and The Life, as the official

newspapers where legal notices pertaining the CCWD are published to ensure broad coverage to CCWD constituents.

He stated that staff recommends designate the ABC newspapers, Anoka Union-Herald, and The Life, as the official newspapers of the Coon Creek Watershed District.

**RESOLUTION 2023-02
DESIGNATING THE ABC NEWS AS THE OFFICIAL NEWSPAPERS**

WHEREAS, The Coon Creek Watershed District is authorized and formed under Minnesota Statutes 103D, and

WHEREAS, Minnesota Statutes 103D requires that under certain circumstances, the CCWD notice its meetings, hearings, and decisions, and

WHEREAS, the requirement and the CCWD goal of keeping the public informed is best served by always Noticing CCWD information in a specified source(s),

BE IT RESOLVED THAT, the ABC Newspapers Union Herald and The Life are designated as the official newspapers of the Coon Creek Watershed District where all legal notices pertaining to the Business of the District will be published.

BE IT FURTHER RESOLVED THAT, in addition to publishing its legal notices in the above official newspapers, the CCWD will also post its legal notices on the CCWD Website to facilitate public access to this information. The CCWD will post the legal notices in the same format and for the same period of time or longer as required for publication in the official newspapers.

Board Member Campbell moved to adopt Resolution 2023-02 DESIGNATING THE ABC NEWS AS THE OFFICIAL NEWSPAPERS; seconded by Board Member McCollough. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

15. 2023 Citizen Advisory Committee Appointment

Administrator Kelly reported that at the December 12, 2022 Board meeting, the Board of Managers reappointed six citizen members seeking re-appointment to the Citizens Advisory Committee. At that time, the Board did not decide on reappointment of technical member of Mr. Beardsley, but instead decided to wait until January 9, 2023, to re-appoint him, should he express an interest in continuing to serve on the CAC.

Administrator Kelly reported that the District received communication from Mr. Beardsley that he will not be seeking re-appointment as he is moving out the District.

No action was required from the Board members.

PERMIT ITEMS- moved to Consent Agenda

DISCUSSION ITEMS

21. Comprehensive Plan

Administrator Kelly reported that at the January 23, 2023, Board Meeting, a Public Meeting will be held for comments and feedback on the Comprehensive Plan.

22. Initial Planning Meeting

Administrator Kelly reported the next Board meeting will be the initial planning meeting for work on the Comprehensive Plan and reviewing comments received.

INFORMATIONAL ITEMS

23. Jeff Stalberger – MECA 2023 Industry Leadership Award

Administrator Kelly reported that a resident of the District, Jeff Stalberger, has been recommend by Erosion Control for Industry Leadership Award for his work on projects and awareness of erosion.

24. Star Tribune News Article

An informational article was provided to the Board members regarding the City of Blaine operating wells without a permit.

ADJOURN

Board Member McCollough moved to adjourn the Board Meeting; seconded by Board Member Campbell. Motion carried with three yeas (Board Members Mary Campbell, Matthew Herbst, and Dwight McCullough) and no nays.

The meeting adjourned at 11:38 AM.



Matthew Herbst, President

