

**COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING**

The Board of Managers of the Coon Creek Watershed District held their regular meeting on, Monday, July 10, 2023, at the Coon Creek Watershed District Office.

1. Call to Order: The meeting was called to order at 5:30 PM

Board Members Present: James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker

Board Member Absent: Mary Campbell

Staff Present: Jenny Gooden, Tim Kelly, and Michelle Ulrich

Staff Present via Zoom: Erin Edison, Jon Janke, and Abby Lee

Visitors in person: None

2. Approval of the Agenda:

Administrator Kelly asked that the letter of resignation from Board Member Herbst be added to the Discussion Items as Item number 13.

Board Member Herbst made a motion to add Permit Review Item 9 – Andover Station Noodles and Permit Item 10– Steen Culvert Permit Reviews to the Consent Agenda and add item 13 to the Discussion Items. Seconded by Board Member McCullough. Motion carried with four yeas (Board Members James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

Board Member Herbst moved to Approve the Amended Agenda. Seconded by Board Member McCullough. Motion carried with four yeas (Board Members James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

3. Announcements:

Administrator Kelly reported that Board Member Herbst has submitted his letter of resignation from the Coon Creek Watershed District Board of Managers.

4. Open Mic/Public Comment: No one was present to address the Board.

CONSENT ITEMS

5. Approval of Minutes – June 26, 2023

6. Receive Administrator's Report

7. Advisory Committee Report

8. Approval of Bills: Claims totaling \$86,008.56 on the following disbursement(s) list will be issued and released upon Board approval.

July 10, 2023	
To	Amount
A1 Carpet & Floor	1,076.25
Anoka Conservation District	809.25
Connexus Energy	251.37
Dawn Doering	75.17
Harper Street Woods LLC	1,108.35 Escrow Return
Lashinski Septic Services	400.00
Metro iNet	121.00
Plaudit Design	3,500.00
Daniel Polacheck & Heying Rong	2,285.00 Escrow Return
RMB Environmental Labs	216.00
Stantec	67,721.75
US Bank	6,244.42
Randy Wesp	2,200.00
	86,008.56
	0.00

The following Permit Item was moved to the Consent Agenda by motion:

9. Andover Station Noodles Permit Review: The purpose of this project is the construction of a new Noodles and Company restaurant and associated underground stormwater filtration system located at the NE Corner of Thrush Street NW and Bunker Lake Boulevard in Andover, Minnesota.

Staff recommendation was to Approve with three conditions and three stipulations as follows:

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,360.00.

Stormwater Management (Rule 3)

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.
3. SHSAM results indicate a 5' diameter, 5' sump for catch basin manhole ST-4. However, only a 4' sump is shown on the grading plan. Update grading plan to show a 5' sump for catch basin manhole ST-4.

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. Notify the District when construction of Underground Filtration System is beginning. District staff or a District engineer must be on site to witness construction of the underground system.

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.

11. Steen Culvert Permit Review:

The purpose of this project is to replace the existing 48" CMP driveway culvert with a 42" CMP culvert at existing elevations located in Section 27, Twp 32, Range 23, Quarter SW ¼, Ham Lake, Minnesota.

Staff recommendation was to Approve with two conditions and one stipulation as follows:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,005.00.

Soils and Erosion Control (Rule 4)

2. Provide a note on the erosion and sediment control plan that disturbed soils and stockpiles will be temporarily or permanently stabilized within 24 hours after construction activity in that area has temporarily or permanently ceased.

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:

3. Submittal of as-built (invert, pipe material, pipe size) for culvert installation within County Ditch 59-11.

Board Member Hafner moved to approve the Consent Agenda Items, Seconded by Board Member Herbst. Motion carried with four yeas (Board Members James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

POLICY ITEMS – None

PERMIT ITEMS

These items were moved to the Consent Agenda.

DISCUSSION ITEMS

12. Preliminary Rough Draft 2024 Budget

Administrator presented the preliminary rough draft of the 2024 Operating Budget. He reported that the budget is presented in its entirety and is and will require discussion as the levy is larger than historically acceptable.

Board Member Hafner inquired on what figure is used to calculate the increase in tax to the public.

Mr. Kelly stated that it is dependent on the tax capacity for the district based on 2022 figures. He stated that the County figures that amount. He stated that in some situations the increase might be double what they are currently paying.

Board Member Parker inquired as to when to expect the next draft of the budget and stated that he would like to see what items could be taken out to better manage the increase.

Mr. Kelly stated that the next draft of the budget will be presented at the July 24, 2023, Board meeting. He reported that the first meeting in August will be the final draft.

13. Board Member Herbst Resignation

Administrator Kelly reported that President Matt Herbst has submitted his letter of resignation from the Board of Managers effective immediately. He reported that he had informed the Anoka County Commissioners as well.

Mr. Kelly thanked Mr. Herbst for his service on the Board and wished him well in his endeavors. Mr. Kelly stated that a new President is required to be named and in the past, the current Vice President has moved into the President role.

Board Member Herbst reported that the Mr. Hafner is serving as the current Vice President. He recommended that the Board follow past procedure for the next President. He thanked the Coon Creek Watershed Staff and Board of Managers for his time on the Board.

Board Member Herbst made a motion to appoint Board Member Hafner to President of the Board of Managers. Seconded by Board Member McCollough. Motion carried with four yeas (Board Members James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.

INFORMATIONAL ITEMS

14. Open Meeting Law

Attorney Ulrich provided the Board with a summary of the Open Meeting Law. She also reported on the recent amendment to the Open Meeting Law section 13D.02 (1) that now allows a public board member to participate remotely from a nonpublic location up to three times a year if the Board Member has been advised by a medical professional against being in a public place for personal or family medical reasons.

Board Member Hafner inquired if a Board Member were on vacation at a remote location, would it possible for the Board Member to attend the meeting.

Ms. Ulrich stated that the Board Member could attend remotely if it is at a location accessible to the public; the medical exception would only apply if the Board Member was advised by a medical professional against being in a public place for personal or family medical reasons.

15. Star Tribune Article: Blaine Well Interference

Administrator Kelly reviewed the recent Star Tribune article regarding the City of Blaine Well Interference issues.

ADJOURN

Board Member Parker moved to adjourn at 6:10 p.m. Seconded by Board Member McCullough. Motion carried with four yeas (Board Members James Hafner, Matthew Herbst, Dwight McCullough, and Patrick Parker) and no nays.



President

