

BOARD MEETING AGENDA

Board Room
Coon Creek Watershed District Offices
Monday, August 14, 2023
5:30 p.m.

Board of Managers:

Jim Hafner, President; (Vacant), Vice President; Patrick Parker, Secretary; Mary Campbell, Treasurer; Dwight McCullough, Member at Large

Note: Individuals with items on the agenda or who wish to speak to the Board are encouraged to be in attendance when the meeting is called to order.

- 1. Call to Order**
- 2. Approval of the Agenda** (*Additions/Corrections/Deletions*)
- 3. Announcements**
- 4. Open Mic/Public Comment**

*Members of the public at this time may address the Board, for **up to three minutes**, on a matter not on the Agenda. Individuals wishing to be heard must sign in with their name and address at the door. Additional comments may be accepted in writing. Board action or discussion should **not** be expected during the presentation of public comment/open mic. Board members may direct staff to research the matter further or take the matter under advisement for consideration at a future Board meeting.*

CONSENT ITEMS

The consent agenda is considered as one item of business. It consists of routine administrative items or items not requiring discussion. Items can be removed from the consent agenda at the request of a Board member, staff member or a member of the audience.

- 5. Approval of Minutes of July 24, 2023**
- 6. Receive Administrator's Report**
- 7. Advisory Committee Report**
- 8. Approve Bills**

POLICY ITEMS

- 9. Approve Submission of Petition to Amend Boundary Between the Coon Creek Watershed District and the Sunrise Water Management Organization**
- 10. Personnel Guidance Manual Updates**

PERMIT ITEMS

- 11. 2154 141st Lane Pond Excavation**
- 12. Apex Pond**
- 13. Cedarwood**
- 14. Lawrence Estates 2nd Addition**
- 15. Valvoline - Blaine**

DISCUSSION ITEMS

- 16. 2024 Budget – Initial Feedback from Advisory Committees (ABM)**
- 17. Issue Briefing: Proposed Amendment to Minnesota Plumbing Code (ABM)**

INFORMATIONAL ITEMS

18. MN Post Article – “Cities Like Moorehead Are Planning for More Extreme Weather. Lawmakers Approved \$100 Million to Help”

ADJOURN

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 24, 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: Mary Campbell (arrived at 5:40 PM), James Hafner, Dwight McCullough, and Patrick Parker

Staff Present: Dawn Doering, Erin Edison, Corinne Elfelt, Jenny Gooden, Jason Hilst, Jon Janke, and Michelle Ulrich

Staff Present via Zoom: Abby Shea

Visitors in person: Jeff Stalberger and Ben Coauette

2. Approval of the Agenda:

Board Member McCullough made a motion to add Permit Review Item 7 – Olson Residence and Permit Item 8– Touchdown Tile Permit Reviews to the Consent Agenda. Seconded by Board Member Parker. Motion carried with three yeas (Board Members James Hafner, Dwight McCullough, and Patrick Parker) and no nays.

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

3. Announcements:

a. Coon Creek Watershed District Partner of Year 2022 Award Presentation

Watershed Development Coordinator Edison presented Jeff Stalberger the 2022 Partner of the Year Award. She explained that the award goes to the local developer Stalberger for his excellence in communication and compliance with Coon Creek Watershed District (CCWD) Rules and Erosion Control reducing staff time on inspections and follow up as well as protecting our water resources.

Ms. Edison noted that CCWD staff also nominated Mr. Stalberger for the MN Erosion Control Association Industry Leadership Award which he received in January 2023.

Ms. Edison stated that Mr. Stalberger is exemplary in his constant communication with CCWD, his builders, and contractors. She reported the result is excellent erosion and sediment control practices, thereby protecting the water resources.

Board member Hafner thanked Mr. Stalberger and stated how he appreciates his cooperation.

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

CONSENT ITEMS

5. Approval of Minutes – July 10, 2023

6. Approval of Bills: Claims totaling \$291,172.91 on the following disbursement(s) list will be issued and released upon Board approval.

July 24, 2023		
To	Amount	
Abdo LLP	24,295.50	
Anoka County	128,899.14	
Designing Earth Contracting Inc	1,380.68	Escrow return
Jacon LLC	58,422.23	
League of MN Cities	874.00	
Loffler	186.92	
Michelle Ulrich PA	5,456.75	
North Pine Aggregate Inc.	43,019.56	
Northern Natural Gas	2,594.50	Escrow return
Poop 911 of MSP	731.40	
Respec	8,976.25	
RMB Environmental	1,322.00	
US Geological Survey	4,135.50	
Chase Vanderbilt	17.23	
Well Groomed Lawns	986.25	
Randy Wesp	7,775.00	
YTS Companies LLC	2,100.00	
	291,172.91	0.00

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

7. Olson Residence Permit Review: The purpose of this project is the construction of a new single-family home located at 3426 Bunker Lake Blvd NE, Ham Lake, Minnesota.

Staff recommendation was to Approve with two conditions and zero 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 \$2,375.00.

Soils and Erosion Control (Rule 4)

2. Update the erosion and sediment control plan to include the following:
 - a. 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.
 - b. Provide details for erosion and sediment control practices.
 - c. A note on the site plan for the repair and maintenance of all temporary and permanent erosion and sediment control practices.
 - d. A note on erosion control plan for cleaning road surfaces where sediment is transported.
 - e. Update the site plan to indicate the locations of erosion and sediment

control devices.

Stipulations: None

8. Touchdown Tile Permit Review:

The purpose of this project is construction of an 84' x 100' pole barn style building, gravel driveway, and parking and associated stormwater treatment features located on the East side of Baltimore Street NE, 15555 Highway 65 NE, Ham Lake, Minnesota.

Staff recommendation was to Approve with four 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 \$2,535.00

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. Update construction plans to include a standard detail for the SAFL Baffle that is proposed to be installed in STMH-1.

Erosion and Sediment Control (Rule 4)

4. After initial grading, surround the proposed filtration basins with erosion control measures to prevent the basin from clogging.

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. Completion of (a) post construction infiltration test(s) on the Infiltration Basin 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 Parker moved to approve the Consent Agenda Items, Seconded by Board Member McCullough. Motion carried with three yeas (Board Members James Hafner, Dwight McCullough, and Patrick Parker) and no nays.

POLICY ITEMS – None

PERMIT ITEMS

These items were moved to the Consent Agenda.

DISCUSSION ITEMS

9. Rough Draft 2024 Budget

Director of Operations Janke reported that a few errors were corrected in the rough draft budget. He stated that a new error was discovered in the capital costs due to an Excel formatting issue. He stated that the previous errors on the tables and charts were noted.

Mr. Janke reported that due to the calendar this year and when the advisory board is scheduled to meet, the rough draft budget will need to be presented to them as it currently stands. He stated that the budget will be forwarded to the Advisory Board for their comments and review for the Board at the August 14, 2023, Board Meeting.

Board Member Hafner inquired at the line item of staff support and conferences with the decrease in the figure. He wanted to ensure that staff will still be able to participate in trainings and conferences with the decrease presented.

Mr. Janke explained that with the new ways that webinars, training, and many classes are now presented virtually, staff have been taking advantage of those methods. He stated that not as many in person training courses have taken place with the pandemic. He stated that many employees still attend the training and conferences and then share their files, handouts, or useful information to the group.

Board member Hafner made a motion to approve distribution of the Rough Draft 2024 Budget as is to the Advisory Board. Seconded by Board Member Campbell. Board Members Mary Campbell, James Hafner, Dwight McCullough, and Patrick Parker) and no nays.

10. Stonybrook Creek Inspection Report

Operations and Maintenance Inspector Hilst presented an overview of his inspection report of Stonybrook Creek. He reported that Stonybrook Creek is in fair/good condition and there is only one immediate maintenance concern.

Board Member McCullough inquired as to what the source of the water is in the creek. Mr. Hilst reported that it is a combination of storm water and ground water.

Board Member Hafner inquired as to how often the water flow is measured. Mr. Janke reported that it is measured monthly and that the bottom of the creek is stable.

Board Member Hafner inquired approximately how far residential properties are from the culvert that needs attention for cleaning out.

Mr. Janke stated that it is close to residential properties. He stated that the cities of Fridley and Spring Lake Park provide a cost share with CCWD for the maintenance.

Board Member Campbell made a motion to receive the inspection report. Seconded by Board Member Parker. Motion carried Motion carried with four yeas (Board Members Mary Campbell, James Hafner, Dwight McCullough, and Patrick Parker) and no nays.

INFORMATIONAL ITEMS

11. Sunrise x Coon Creek Boundary Amendment

Director of Operations Janke reported that the City of Ham Lake has accepted the boundary amendment and has submitted a letter of concurrence to CCWD. He reported that the Sunrise River WMO will be holding a special meeting soon to provide their feedback and decision. He stated that once their feedback is received, the amendment can be sent to the state for approval.

Board Member Hafner inquired if the date of the special meeting was known.

Mr. Janke stated that it has not been scheduled at this time.

12. Article: "Clearer picture of watershed quality helps people put dollar values on improvements"

Mr. Janke reported that the article reports on the EPA level and the impacts and willingness to pay for improvements in water quality.

Board Member McCullough inquired if there has been a noticeable difference in the picking up of pet waste, lawn clipping and refuse in general.

Mr. Janke reported that he feels there has been less being seen and has noticed improvements in the creeks and streams. He stated that there have been fewer grass clippings.

13. MAWD 2023 Request for Resolutions

Mr. Janke asked if the Board Members have any suggestions for Watershed Resolutions to provide them to staff by mid-August to allow for enough time to prepare them and have a discussion, if needed.

14. Article: Star Tribune 7-20-23 Drought Increases

An informational article was provided to the Board.

ADJOURN

Board Member Parker moved to adjourn at 5:58 p.m. Seconded by Board Member Hafner. Motion carried with four yeas (Board Members Mary Campbell, James Hafner, Dwight McCullough, and Patrick Parker) and no nays.

President

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 14, 2023
AGENDA NUMBER: 6
ITEM: Administrator's Situation Report

AGENDA: Consent

REQUESTED ACTION:

Receive report

ADMINISTRATOR'S EVALUATION

Upcoming Board Considerations

- 2024 Budget
- 2024-2033 Comprehensive Watershed Management Plan

District Capacity and Capability

The District possesses the required resources and is trained to undertake most of its legislative mission for which it is organized or designed.

The District can accomplish most required tasks to standard under most conditions.

Risk Assessment

Strategic Risk:

- Nothing new to report

Operational Risks:

- **Anoka County Transition:** The District has been informed in writing that District employee benefits will continue through 2024. County health care consultant and the actuary continue to review the District benefits package for discussion of options for replicating coverage and obtain costs similar to those currently incurred. Detailed discussions will begin in Spring, 2024.
- **Abdo:** A kick-off meeting with Abdo regarding the software set up and implementation took place 8/9. Next step meetings are scheduled for 8/29 and 8/30.
- **Payroll:** The payroll contract is ready for signature with January 1, 2024, implementation.

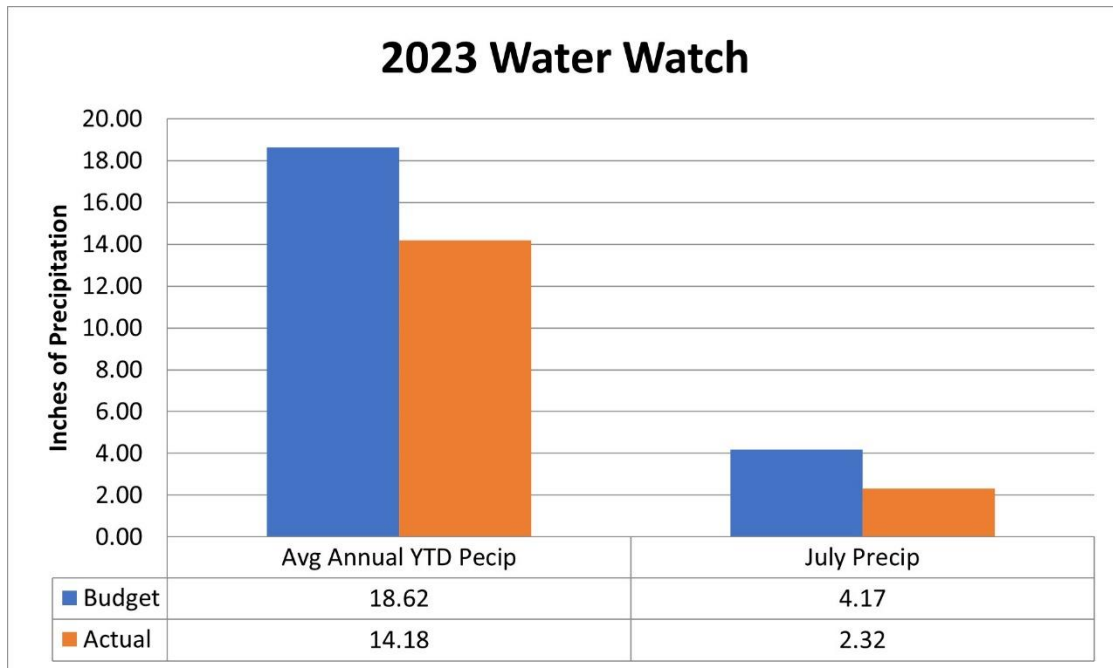
MANAGEMENT SITUATION

The District averaged 2.32 inches of precipitation in the month of July. That leaves the District 1.85 inches or 44% below average for the month and 4.44 inches or 24% below for the year. Growing season precipitation is 8.1 inches or 66% below average.

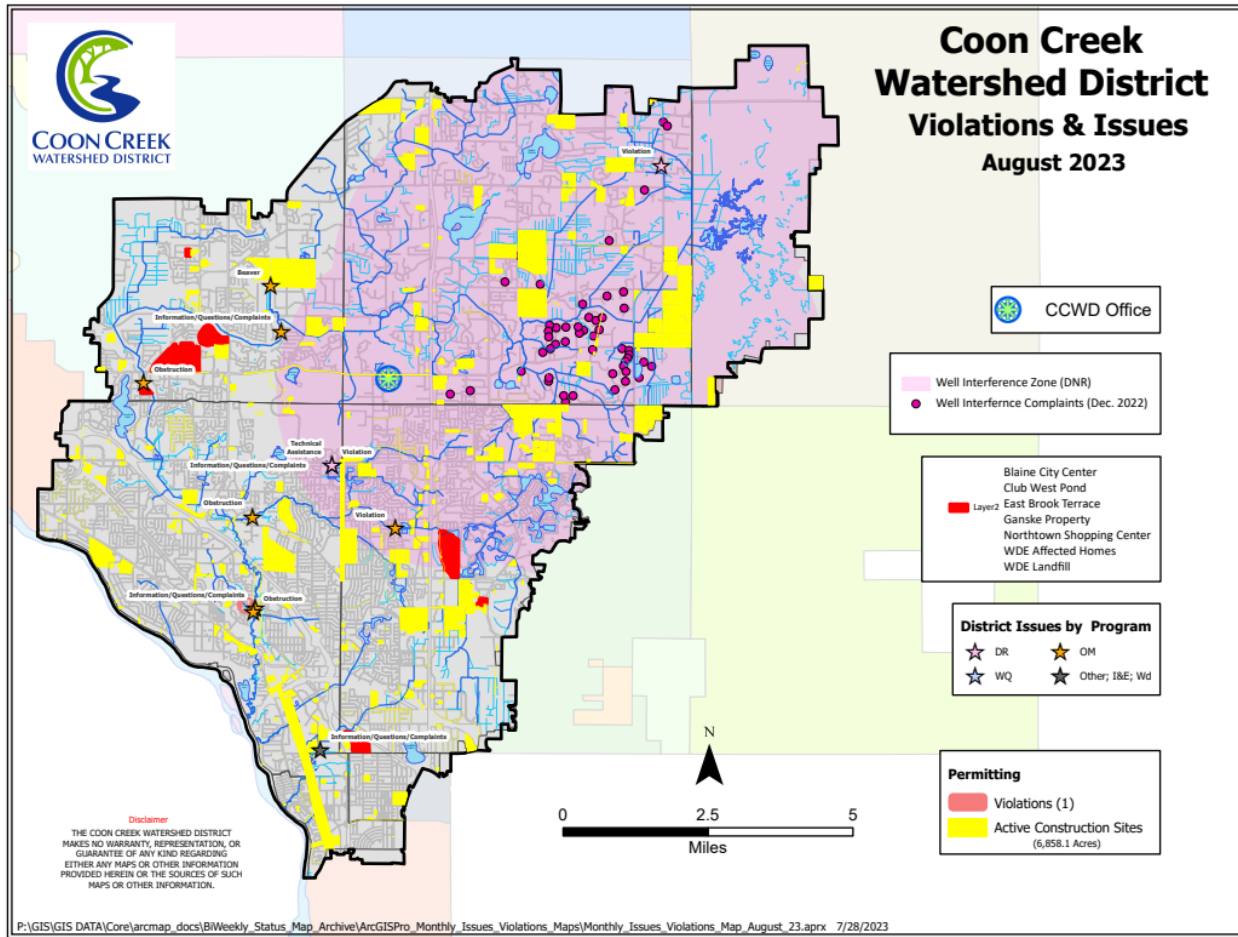
According to the latest US Drought Monitor release (July 27th), 63% of Anoka County is experiencing Severe Drought with the remaining 37% listed as Extreme Drought. The Minnesota Weekly Stream Flow Report release (July 31st) shows Anoka County is split between Normal Flows, Low Flows, and Minimum Flows (most of the District). Water levels and discharge throughout the district remain low after last week’s precipitation events.

The National Weather Service is currently predicting a chance of up to 0.5” of precipitation next weekend.

Graphics are attached. Please let me know if you have questions.



Problems, Issues and Concerns

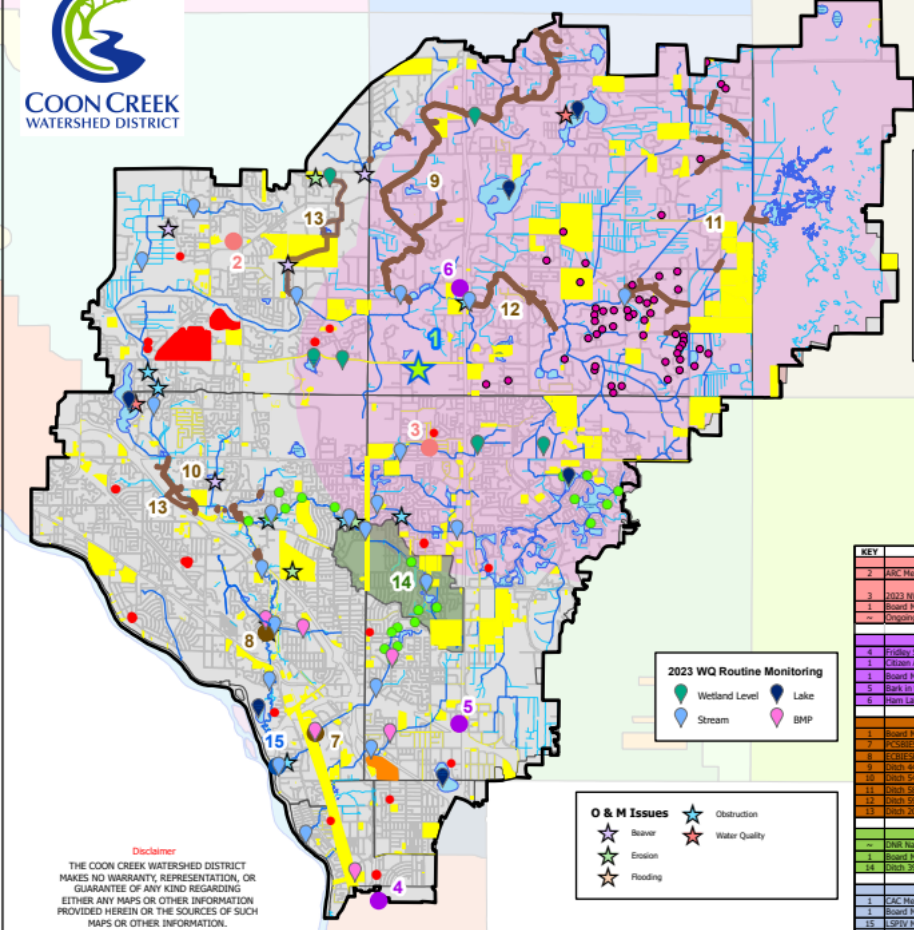


EXECUTION August Priorities

O&M	Planning	PGA	WQ	Development
Coon Rapids Dam regional Trail/Bridge/Floodplain	Comprehensive Plan	Article- Coon Rapids Fall newsletter Fall lawn care Salh watch	Monitoring Equipment Install	Water Quality Annex to Comprehensive Plan
Routine forestry	Draft 2024 Budget	Salh symposium grant	Pleasure Cr Discharge Monitoring: Contracting	CWF grant closeout: Aurelia Park
Ditch 54 inspection	Planner Position	Nite 2 unite material distribution	Special Study: Coon Creek Dissolved Oxygen	FY 24 CWF RFP – LCCNR proposal evaluation



Coon Creek Watershed District Staff Activities August 2023



★ CCWD Office

- Dev & Reg
- Public Affairs/Outreach
- O & M
- Planning
- Water Quality
- Adopt-a-Drain Cleaned Drains
- Pet Waste Disposal Locations
- Well Interference Complaints (Dec. 2022)
- WDE Site & Affected Homes
- Northtown Shopping Center
- Well Interference Zone
- Active Construction Sites (6,858.1 Acres)

ONLINE MEETING/EVENTS	DATE
MS4Front Training	8/2
Lower Coon Creek Culvert Replacement	8/2
Metro Children's Water Festival Meeting	8/2
TEP Meeting	8/4, 8/18
th 65 Monthly PMT Meeting	8/22

2023 WQ Routine Monitoring

- Wetland Level
- Lake
- Stream
- BMP

O & M Issues

- ★ Beaver
- ★ Erosion
- ★ Flooding
- ★ Obstruction
- ★ Water Quality

Disclaimer
 THE COON CREEK WATERSHED DISTRICT MAKES NO WARRANTY, REPRESENTATION, OR GUARANTEE OF ANY KIND REGARDING EITHER ANY MAPS OR OTHER INFORMATION PROVIDED HEREIN OR THE SOURCES OF SUCH MAPS OR OTHER INFORMATION.

KEY	DEPARTMENT	DATE	LOCATION
2	DEVREG	8/1	Endover City Hall
2	ABC Meeting	8/1	Endover City Hall
3	2023 NW Area Blaine Recon Weekly Meetings	8/1, 8/9, 8/14, 8/23, 8/31	853 127th Ave NE, Blaine
1	Board Meeting	8/14, 8/28	CCWD Office
-	Ongoing On-Site Permit Inspections	-	Various Sites
PUBLIC AFFAIRS/OUTREACH			
4	Friday Summer Concert - Walk of the Mississippi River	8/8	Friday Creek Campus
1	Citizen Advisory Committee Meeting	8/9	CCWD Office
1	Board Meeting	8/14, 8/28	CCWD Office
5	Bark in the Park	8/17	Swanson Dog Park
6	Open Lake Farmers Market at Hickman Brothers	8/30	14610 Highway 65 NE, Horn Lake
O & M			
1	Board Meeting	8/14, 8/28	CCWD Office
7	PCSBEF Project (under construction)	-	1340 Evergreen Blvd, Coon Rapids
8	CSBEF Project (out for bid) - Site Visits Various Dates	-	1200 Eagle Blvd, Coon Rapids
9	Site 44 Forestry	-	Various Sites
10	Site 54 Forestry	-	Various Sites
11	Site 58 Forestry	-	Various Sites
12	Site 59 Forestry	-	Various Sites
13	Site 26 & 24 Intersections	-	Site 26 & 24th St
PLANNING			
-	Chil Natural Heritage Advisory Committee	8/2	History Case State Park
1	Board Meeting	8/14, 8/28	CCWD Office
14	Site 39 Watershed Assessment	-	Site 39
WATER QUALITY			
1	CAC Meeting	8/9	CCWD Office
1	Board Meeting	8/14, 8/28	CCWD Office
13	SPD Monitoring Equipment Deployment	-	Swanson Creek Outlet
-	Lake Monitoring/Stream Monitoring/PC Filters/SB Weir	-	Various Sites
-	AIS Early Detection Surveys/BST Monitoring/Flood Monitoring	-	Various Sites

P:\GIS\GIS DATA\arcmap_docs\BIWeekly_Status_Map_Archive\ArcGISPro_Monthly_Staff_Activities_Maps\Monthly_Staff_Activities_Map_Aug_23.aprx 7/28/2023

MANAGEMENT DISPOSITION

Financial Position:

July started with an operational fund balance of approximately \$198,532.41. 20.5% of those funds are restricted, leaving a working fund balance of \$157,782.41. Change in net cash position was -\$160,269.66. Balance of the escrow trust fund is \$2,137,451.12. Six months into the fiscal year, the budget variance is -\$159,080 (25%) less than planned.

Equipment and Facilities:

Equipment is in good repair. Facility has minor budgeted updates yet to be completed in 2023. Due to unscheduled changes (transition from county, staffing changes) and related time constraints of staff, some improvements/repairs may have to be carried over to 2024.

Staffing:

- Health: Overall health of staff is good
 - Staff Availability: Over the month of August the District we will be at 83%
 - Succession Planning: Development of the Succession Plan continues, slowed due to employee turnover.
 - Vacancies
Erk Bye, CCWD Watershed Development Specialist, has taken position of Planning Coordinator effective August 28
 - Watershed Development Specialist position has been posted
- Jennifer Gooden, District Clerk, resigned effective August 16
- Administrative Assistant position has been posted
- Abby Shea, Engagement Specialist, resigned effective August 23
- In the process of refining the Position Description prior to posting

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 14, 2023
AGENDA NUMBER: 7
ITEM: Advisory Committees Report

AGENDA: Policy Discussion Information

ACTION REQUESTED Receive Report

BACKGROUND

The Citizen Advisory Committee (CAC) met July 12th. The Technical Advisory Committee (TAC) met July 13th.

- The next CAC meeting scheduled: August 9th at 4:30 pm in person at the CCWD office.
- The next TAC meeting scheduled: August 10th at 8:30 am hybrid with Zoom.

ISSUES/CONCERNS

Citizen Advisory Committee (CAC)

All members were present, in person at the CCWD office.

1. Administrator Kelly led a discussion revisiting the topics of alternatives and scenarios related to the Comprehensive Plan. Members asked questions and discussed what they thought of when hearing the word “alternatives”. Some feedback included:
 - a. Interested in sets of plans that are broken down by levels of spending.
 - b. Setting up projects that “fit the bill” for outside funding sources and packaging some of the larger projects.
 - c. Prioritizing multiple benefits projects.
2. Additional discussion included top priorities based on survey results and a brief discussion on aquifers.
3. Administrator Kelly provided a brief 2024 budget update, stating that the current budget would lead to a tax levy increase of 50%.

Technical Advisory Committee (TAC)

All members were present with exception of Columbus, Spring Lake Park, and ACD.

1. Watershed Status: Severe Drought status now
 - Messaging: discourage residents from irrigating out of ponds and creeks
 - Low water levels = increased incidence of algal blooms including Harmful Algal Blooms (HABs)
2. Street Reconstruction in full swing now for most members
 - Successful legislative session regarding transportation funding
3. Groundwater use impact on surficial waters
 - Concern of over-irrigation by private well users and exempted users like schools, ag

4. Request for incentivizing redevelopment to go above & beyond water quality standards
 - could spur redevelopment growth and stormwater improvements at same time
 - Bassett Creek WMC has Opportunity Grants (\$100,000 allocated)
 - i. Parking lot reconstruction usually results in patching to avoid cost of curb/gutter, water quality, etc., missing opportunities for water quality improvement

RECOMMENDATION

Receive Report

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: August 14, 2023
AGENDA NUMBER: 8
ITEM: Bills to Be Paid

FISCAL IMPACT: Budgeted
POLICY IMPACT: Policy

REQUEST
 Approve bills

BACKGROUND

Claims totaling \$135,625.44 on the following disbursement(s) list will be issued and released upon Board approval.

August 14, 2023		
To	Amount	
A1 Floor & Carpet	1,076.25	
Abdo LLP	11,925.00	
Anoka County Parks	3,240.00	Escrow return
Centerpoint Energy	27.54	
Connexus Energy	269.42	
Corinne Elfelt	472.46	
Jeffrey Entsminger	3,064.12	Escrow return
Houston Engineering	1,452.75	
ISD #16 Spring Lake Park	4,140.00	Escrow return
Jacon LLC	15,251.30	
Loffler	219.64	
Metro Inet	8,996.00	
Parent Custom Homes	637.77	Escrow return
Poop 911 of MSP	731.40	
Respec	12,066.25	
RMB Environmental Labs	3,330.00	
Stantec	45,254.96	
Sunram Construction Inc	3,935.25	
US Bank	11,550.74	
Wagamon Ranch LLC	1,875.15	Escrow return
Well Groomed Lawns	1,367.70	
Randy Wesp	4,700.00	
Xcel Energy	41.74	
	135,625.44	0.00

Item 8: Bills to be Paid Page 2 of 2

delete before upload	Vendor	Paid	Div	CheckID	RefDt	Ref	Desc	DistAmt	GIKey	GIObj	JIGr	JKey	JLObj	Units	UnitPrice	Recv Addr	Cd	DutyCd	Payment Fiscal Year
	vendor #				invoice date	invoice #	description								unit rate	serv address			
	A1 FLOOR AND CARPET CARE INC	129035	CCWD	CC	07/28/2023	0823CCWD	AUG 2023 CLEANING SERVICE	1,076.25	8699560112	61105				1	1,076.25	RO	GEN	CHK	2023
	ABDO LLP	247704	CCWD	CC	08/01/2023	474094	FIN SVCS IMPL SECOND PHASE	11,925.00	8699560112	63052				1	11,925.00	RO	GEN	CHK	2023
	ANKOKA COUNTY PARKS	129757	CCWD	CC	08/14/2023	PAN 22-051	ESCROW REF-DOG PKG LOT TRM/IMPVMT	3,240.00	8600000041	65412				1	3,240.00	RA	HOLD	CHK	2023
	CENTERPOINT ENERGY	156202	CCWD	CC	07/20/2023	10982621-0723	ACCT 10982621-4 CCWD	27.54	8699560112	62225				1	27.54	RO	GEN	CHK	2023
	CONNEXUS ENERGY	11028	CCWD	CC	07/25/2023	253758-0723	ACCT 828846-253758 CCWD	269.42	8699560112	62226				1	269.42	RO	GEN	CHK	2023
	CORINNE ELFEIT	113250	CCWD	CC	07/31/2023	REIMB JUL 23	REIMB STAFF TREATS	22.46	8699560112	61477				1	22.46	RO	GEN	CHK	2023
	CORINNE ELFEIT	113250	CCWD	CC	07/31/2023	REIMB JUL 23	REIMB 2 DESKS - DELIVERY	450.00	8699560112	61101				1	450.00	RO	GEN	CHK	2023
	JEFFREYS/MTSINGER	251692	CCWD	CC	08/14/2023	PAN 18-178	ESCROW REF-FOONCREEK COMM PARK	3,064.12	8600000041	65412				1	3,064.12	RO	GEN	CHK	2023
	HOUSTON ENGINEERING	132924	CCWD	CC	07/24/2023	66262	R007163-0003 ASST MOD IMPL	1,452.75	8699560112	61549				1	1,452.75	RO	GEN	CHK	2023
	ISD #16 SPRING LAKE PARK	133036	CCWD	CC	08/14/2023	PAN 20-062	ESCROW REF-VELODROME SITE IMPVTS	4,140.00	8600000041	65412				1	4,140.00	RO	GEN	CHK	2023
	JACON LLC	243611	CCWD	CC	08/07/2023	PAY APP 6	PAY APP 6 PCSIESF-GRANT	14,169.86	8699560112	63595	86122102	63595		1	14,169.86	RO	GEN	CHK	2023
	JACON LLC	243611	CCWD	CC	08/07/2023	PAY APP 6	PAY APP 6 PCSIESF-MATCH	1,081.44	8699560112	63595				1	1,081.44	RO	GEN	CHK	2023
	LOFLER COMPANIES INC	134135	CCWD	CC	08/01/2023	4430168	ACCT CC16 CCWD JULY 23	219.64	8699560112	62124				1	219.64	RO	GEN	CHK	2023
	METRO-INET	250487	CCWD	CC	07/01/2023	1138	MTHLY IT SERVICES JULY 23	4,498.00	8699560112	63066				1	4,498.00	RO	GEN	CHK	2023
	METRO-INET	250487	CCWD	CC	08/01/2023	1136	MTHLY IT SERVICES AUG 23	4,498.00	8699560112	63066				1	4,498.00	RO	GEN	CHK	2023
	PARENT CUSTOM HOMES	219036	CCWD	CC	08/14/2023	PAN 22-029	ESCROW REF-YUNES HOME	637.77	8600000041	65412				1	637.77	RO	GEN	CHK	2023
	POOP 911 OF MSP LLC	250897	CCWD	CC	08/01/2023	1035-166981	4 WEEKS CLEAN UP SERVICE AUG 23	540.60	8699560112	63595	86122102	63595		1	540.60	RO	GEN	CHK	2023
	POOP 911 OF MSP LLC	250897	CCWD	CC	08/01/2023	1035-166981	4 WEEKS CLEAN UP SERVICE AUG 23	190.80	8699560112	61549				1	190.80	RO	GEN	CHK	2023
	RESPEC INC	212892	CCWD	CC	07/01/2023	INV-0723-009	PROJ 09304 0008 3RD QTR FULLCRUM	1,170.00	8699560112	61575				1	1,170.00	RO	GEN	CHK	2023
	RESPEC INC	212892	CCWD	CC	07/29/2023	INV-0723-238	PROJ 02734 GIS MTHLY SERVICES	10,896.25	8699560112	62010				1	10,896.25	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	07/19/2023	B009417	W08B009417 STREAM MONITORING	216.00	8699560112	61549				1	216.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	07/25/2023	B009416	W08B009416 STREAM MONITORING	1,053.00	8699560112	61549				1	1,053.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	07/26/2023	B009132	W08B009132 STREAM MONITORING	269.00	8699560112	61549				1	269.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	07/28/2023	B009553	W08B009553 STREAM MONITORING	216.00	8699560112	61549				1	216.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	07/28/2023	B009549	W08B009549 STREAM MONITORING	269.00	8699560112	61549				1	269.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	08/03/2023	B009709	W08B009709 STREAM MONITORING	216.00	8699560112	61549				1	216.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	08/03/2023	B009682	W08B009682 STREAM MONITORING	1,053.00	8699560112	61549				1	1,053.00	RO	GEN	CHK	2023
	RMB ENVIRONMENTAL LAB INC	228886	CCWD	CC	08/03/2023	B009556	W08B009556 STREAM MONITORING	38.00	8699560112	61549				1	38.00	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	111980	PROJ 227705670 WCA 6/23	3,646.50	8699560212	63246				1	3,646.50	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1112107	PROJ 227705667 GENL ENGINEERING 6/23	3,292.50	8699560312	63246				1	3,292.50	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111973	PROJ 227705673 O&M 6/23	3,530.00	8699560412	63246				1	3,530.00	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111973	PROJ 227705673 FISH P&E 6/23	5,307.00	8699560412	63246				1	5,307.00	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111973	PROJ 227705673 PCSIESF 6/23	1,878.50	8699560512	63595				1	1,878.50	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111971	PROJ 227705668 PLANNING 6/23	1,358.50	8699560312	63246				1	1,358.50	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111971	PROJ 227705668 SUBWRT D41 6/23	1,562.00	8699560312	63246				1	1,562.00	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111971	PROJ 227705668 LCC CULV REPL 6/23	6,912.75	8699560412	63246				1	6,912.75	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111972	PROJ 227705669 PERMIT PROG 6/23	17,439.35	8699560112	63246				1	17,439.35	RO	GEN	CHK	2023
	STANTEC CONSULTING SERVICES	244057	CCWD	CC	08/01/2023	1111970	PROJ 227705655 SCIESF 6/23	327.86	8699560512	63595				1	327.86	RO	GEN	CHK	2023
	SUNRAM CONSTRUCTION INC	137268	CCWD	CC	07/19/2023	PAY APP 14	PAY APP #14 MCCCRA	3,935.25	8699560112	63595				1	3,935.25	RO	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	99.98	8699560112	61149				1	99.98	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	120.22	8699560112	62228				1	120.22	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	1,190.26	8699560112	62229				1	1,190.26	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	80.29	8699560112	61559				1	80.29	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	504.14	8699560112	62273				1	504.14	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	261.27	8699560112	62124				1	261.27	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	60.00	8699560112	61557				1	60.00	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	120.00	8699560112	61575				1	120.00	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	54.21	8699560112	61149				1	54.21	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	30.49	8699560112	61105				1	30.49	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	17.81	8699560112	61249				1	17.81	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	4,140.00	8699560112	61575				1	4,140.00	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	446.00	8699560112	61105				1	446.00	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	49.78	8699560112	61149				1	49.78	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	135.56	8699560412	61549				1	135.56	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	44.66	8699560112	61149				1	44.66	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	45.74	8699560112	61149				1	45.74	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 5571 4595 CCWD	116.47	8699560512	63595				1	116.47	RR	GEN	CHK	2023
	US BANK	128761	CCWD	CC	07/25/2023	25-JULY-2023	ACCT 4246 0445 55												

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 14, 2023
AGENDA NUMBER: 9
ITEM: Approve Submission of Petition to Amend Boundary
Between the Coon creek Watershed District and the Sunrise
Water Management Organization

AGENDA: Policy

ACTION REQUESTED

Approve petition for submission to the Minnesota Board of Water and Soil Resources to amend the boundary between Sunrise Watershed Management Organization and the Coon Creek Watershed District

PURPOSE & SCOPE OF ITEM

To authorize the final step in resolving and correcting the boundary between the two organization through formal submission of the petition

BACKGROUND

The accuracy of this boundary has been an issue for homeowners and water managers since at least 2016.

On May 15, 2023 the Ham Lake city council requested the Coon Creek Watershed District and the Sunrise Watershed Management Organization to “review the hydrologic boundary” to determine the accuracy and effect on the properties and parcels involved.

On May 22 the Board directed staff to prepare a petition to amend the boundary

On June 26 the Board approved a Draft petition to be sent to Sunrise River WMO and the City of Ham Lake and requested either a letter of concurrence or identify specific changes that need to be made and why.

COORDINATION

The Coon Creek Watershed District, and Sunrise River Watershed Management Organization are within the “metropolitan area” as defined under Minnesota Statutes sections 103B.205 (8) and 473.121 (2) (2015).

May 25, 2023 District staff met with the following staff representing Sunrise WMO and the City of Ham Lake:

- Jamie Schurbon, Anoka Conservation District, representing Sunrise WMO
- Tom Colling, RFC Engineering, representing City of Ham Lake
- Tim Kelly, Coon Creek Watershed District
- Jon Janke, Coon Creek Watershed District

The purpose of meeting was to:

1. Review situation
2. Review and refine GIS and field data,
3. Agree, in principle, to a working boundary line between Sunrise and Coon Creek WMO

June 26, 2023: Coon Creek WD Board of Managers asked to review and authorize distribution of petition and request letters of concurrence from the City of Ham Lake and Sunrise WMO

FACTS

1. Under the boundary amendment process described in M.S. 103B.215, the governing board of a watershed management organization may petition the Board of Water and Soil Resources for an order changing the boundaries of a watershed district wholly within the metropolitan area, by adding new territory to the district or by transferring territory that is within the district to the jurisdiction of another watershed management organization.
2. Both organizations are watershed management organizations as defined under Minnesota Statutes section 103B.205 (13) (2015).
3. On May 15, 2023, the City of Ham Lake requested the two organizations review the boundary.
4. Minnesota Statutes section 103D.251 Subdivision 1 requires that the boundaries:
 - a. Established or changed must define contiguous areas.
 - b. May include all or part of one or more watersheds
5. On July 6 the approved petition was sent to the Sunrise WMO and City of Ham Lake.
6. On July 17 the City of Ham Lake adopted a resolution (23-32) concurring with the boundary change as presented in the boundary petition
7. On August 2 the Sunrise WMO adopted a resolution (23-1) concurring with the boundary change as presented in the boundary petition

ISSUES/CONCERNS

None

IMPLICATIONS

BWSR will review and sans any objection should approve the boundary amendment at their meeting in either September or October

OPTIONS

1. Approve petition to be submitted to BWSR
2. Table action on the petition

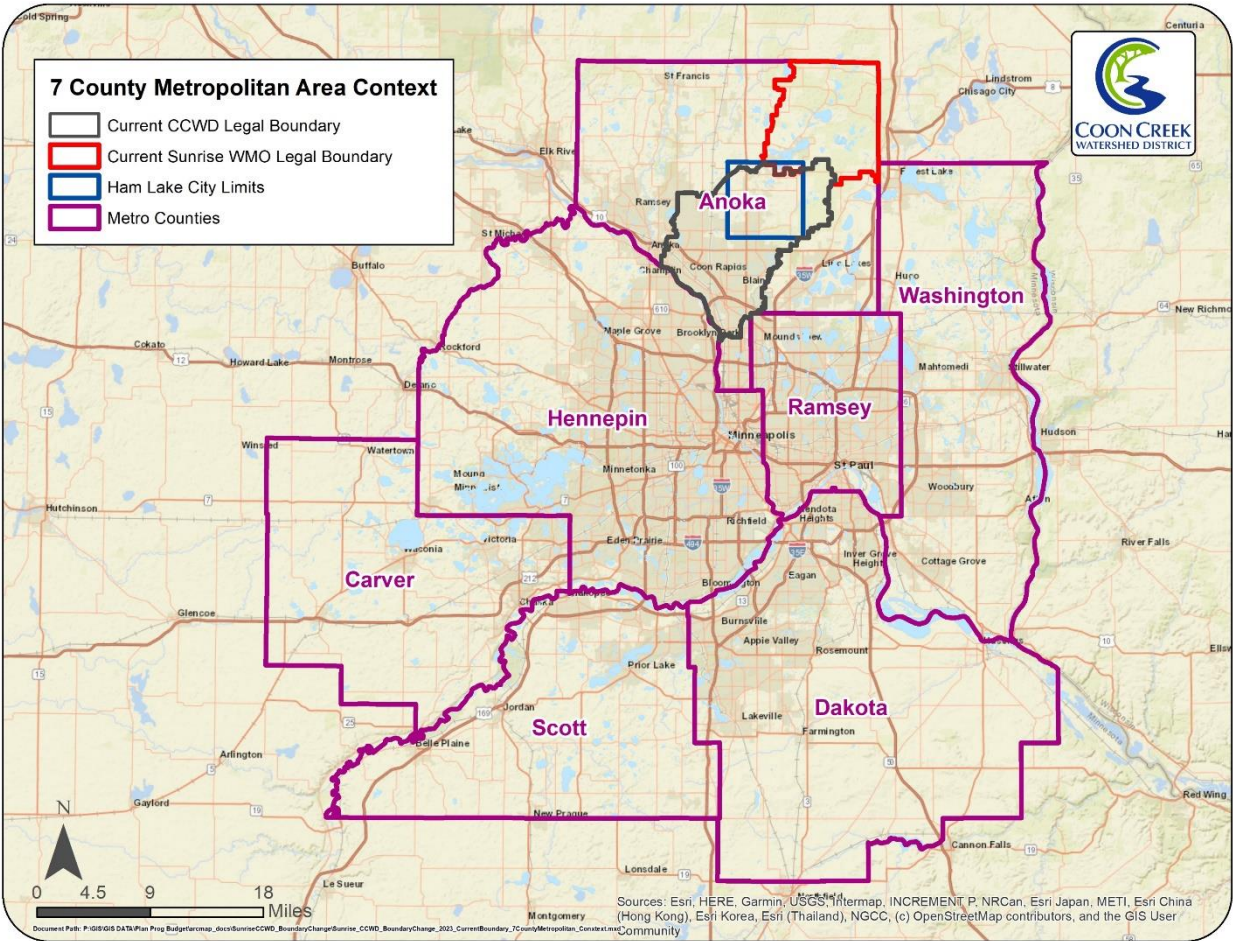
CONCLUSIONS

1. The current boundary in this is inaccurate and inconsistent with both MS 103B & MS 103D
2. All affected parties concur with the boundary delineated in the petition

RECOMMENDATION

Approve petition and direct staff to submit to the BWSR for final state approval

PETITION COON CREEK WATERSHED DISTRICT PETITION FOR AN ORDER CHANGING ITS BOUNDARY BETWEEN THE SUNRISE RIVER WATERSHED MANAGEMENT ORGANIZATION AND THE COON CREEK WATERSHED DISTRICT 2023



PETITION ORGANIZATION

Section	Page
Authorization	3
Situation	4
Goal and Request	11
Analysis	11
Support	15
Coordination and Collaboration	19
Chronology of Boundary Petition Development and Review	19
Review of Natural Resources in Boundary Area	22
Attachments and Letters of Concurrence	24

Description of the Requested Change in Boundary

Authorization

MS 103B.205 (8)
MS 473.121 (2) (2023).
MS 103B.205 (12 & 13) (2023).
MS 103B.215 (2023)
MS 103D.251 (2023)

References

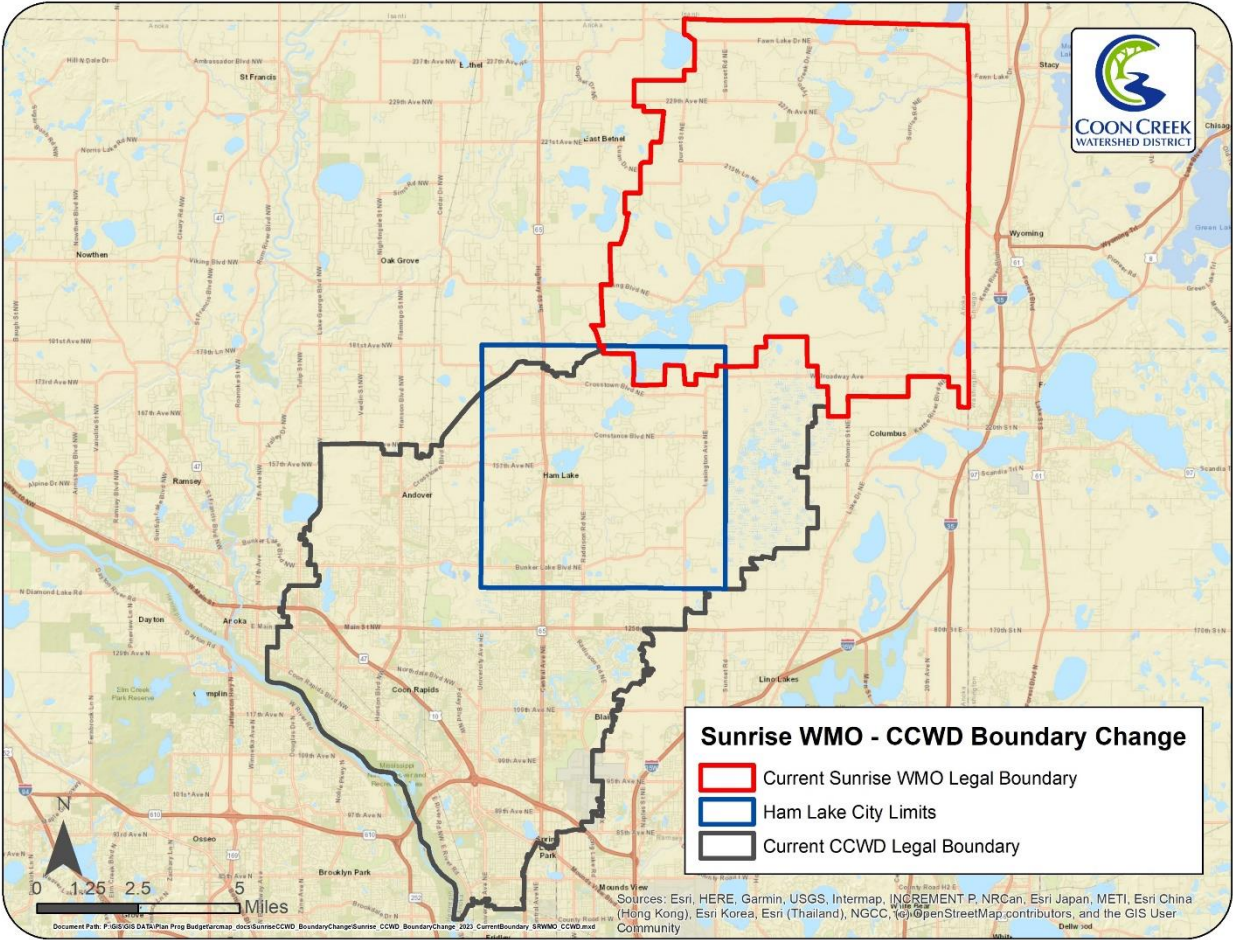
May 15, 2023. Letter from the City of Ham Lake Mayor Kirkham regarding the request to review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any properties need to be revised to/from the Coon Creek Watershed District and Sunrise River Water Management Organization that was approved by the Ham Lake City Council at their May 15, 2023, city council meeting.

May 22, 2023. Minutes Coon Creek Watershed District Board of Manager receiving letter from the City of Ham Lake and ordering a review of the accuracy of jurisdictional Boundary between the Coon Creek Watershed District and Sunrise River Water Management Organization in the City of Ham Lake.

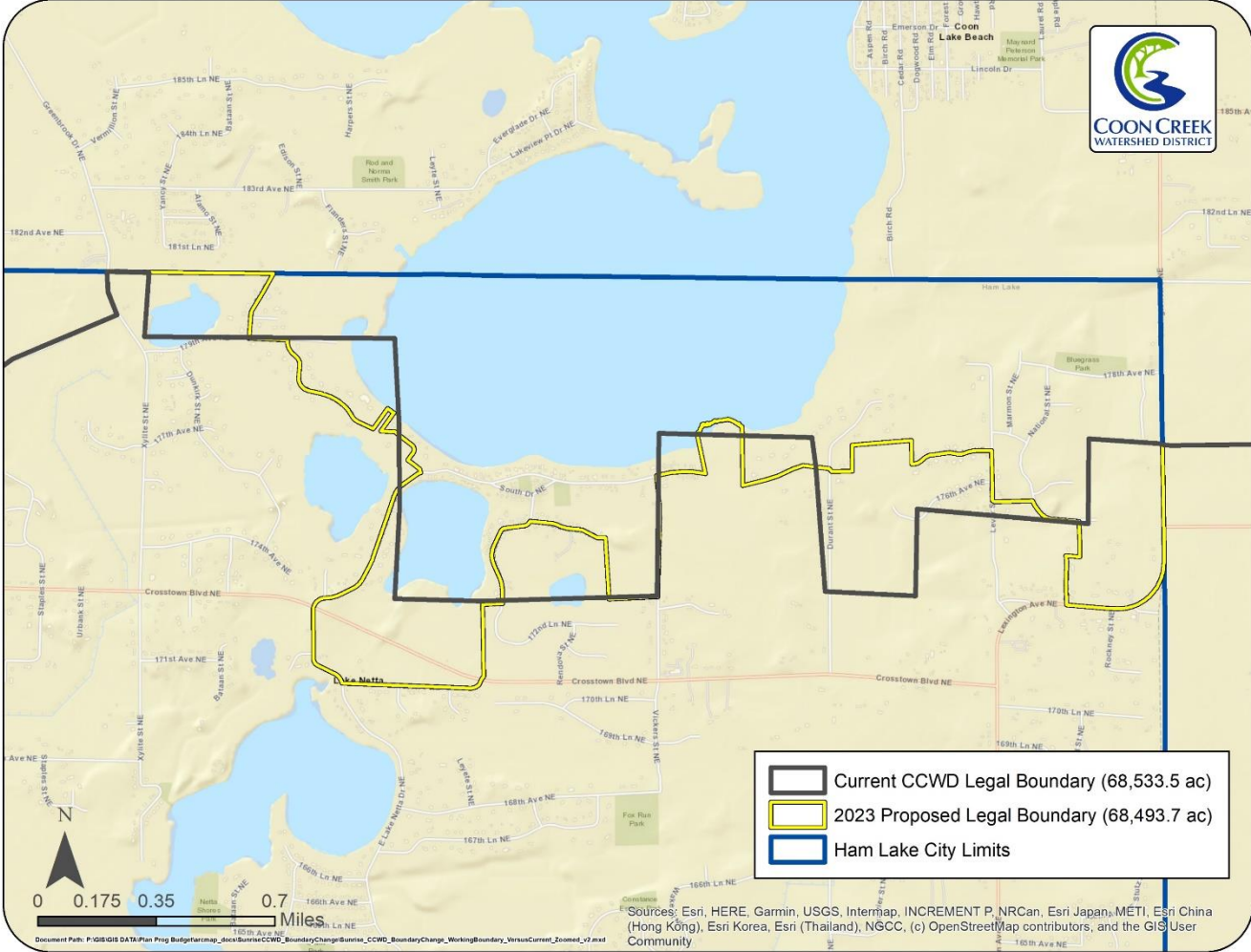
Time: 2023

Tak Organization

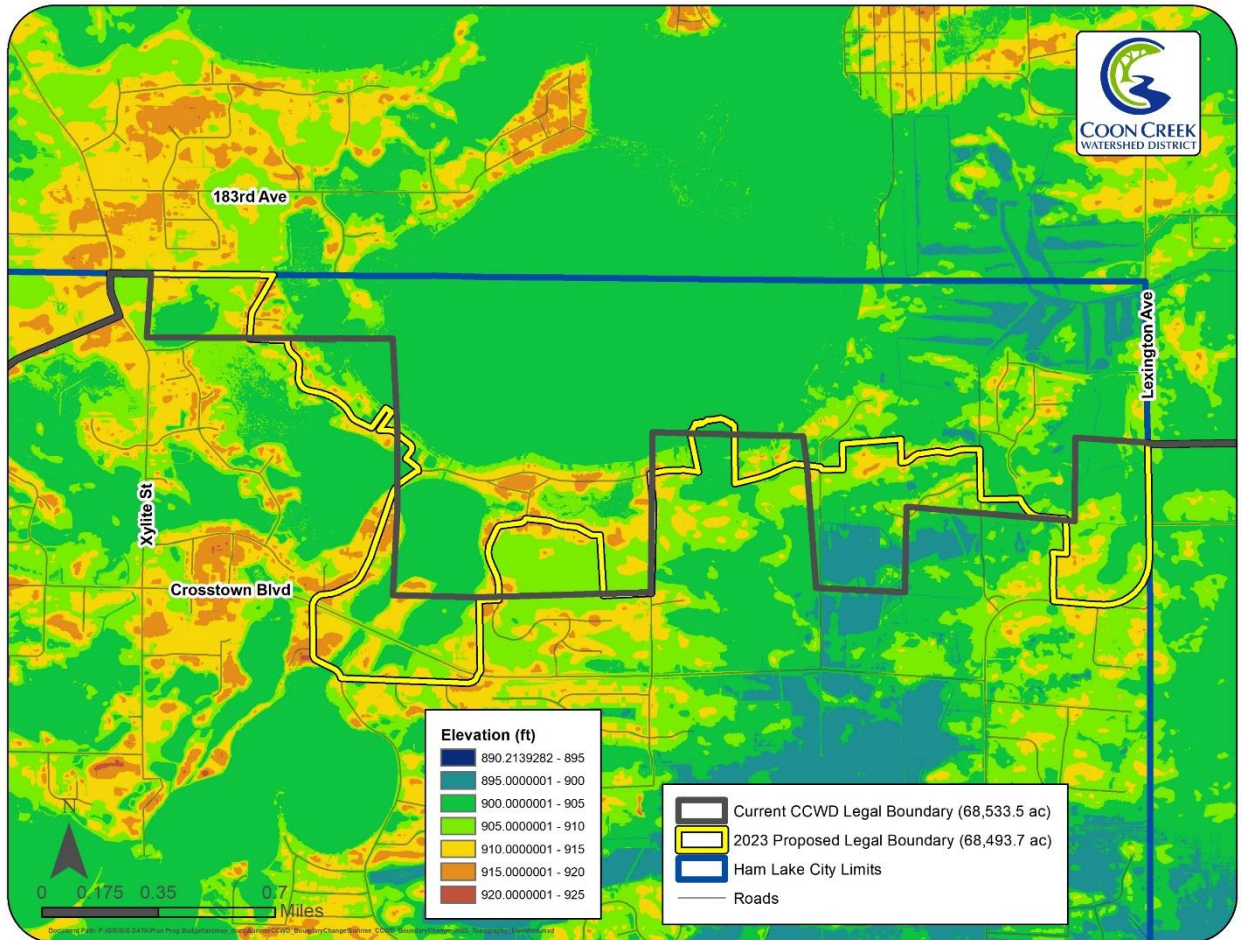
SITUATION **Area of Interest**



Area of Operations



Terrain & Topography



Weather/Hydrology

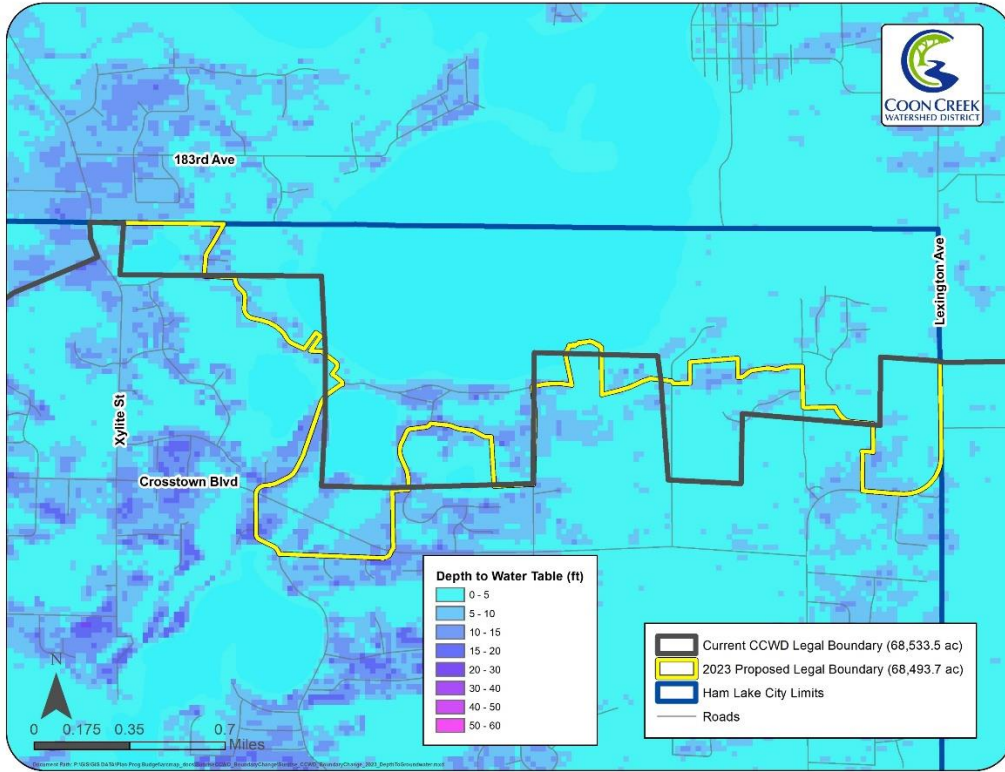
PDS-based precipitation frequency estimates with 90% confidence intervals (in inches)¹										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	0.359 (0.278-0.461)	0.422 (0.327-0.543)	0.527 (0.407-0.678)	0.615 (0.473-0.794)	0.737 (0.554-0.974)	0.833 (0.615-1.11)	0.931 (0.670-1.26)	1.03 (0.720-1.42)	1.16 (0.790-1.63)	1.27 (0.843-1.80)
10-min	0.525 (0.407-0.675)	0.618 (0.479-0.795)	0.771 (0.596-0.993)	0.900 (0.693-1.16)	1.08 (0.811-1.43)	1.22 (0.901-1.62)	1.36 (0.982-1.84)	1.51 (1.05-2.08)	1.70 (1.16-2.39)	1.86 (1.24-2.63)
15-min	0.641 (0.497-0.823)	0.754 (0.584-0.969)	0.941 (0.727-1.21)	1.10 (0.845-1.42)	1.32 (0.989-1.74)	1.49 (1.10-1.98)	1.66 (1.20-2.25)	1.84 (1.29-2.54)	2.08 (1.41-2.92)	2.26 (1.51-3.21)
30-min	0.908 (0.704-1.17)	1.07 (0.831-1.38)	1.34 (1.04-1.73)	1.57 (1.21-2.03)	1.88 (1.42-2.49)	2.13 (1.57-2.83)	2.38 (1.71-3.21)	2.63 (1.84-3.62)	2.96 (2.01-4.16)	3.22 (2.14-4.56)
60-min	1.18 (0.913-1.51)	1.39 (1.07-1.78)	1.74 (1.35-2.24)	2.05 (1.58-2.65)	2.51 (1.89-3.33)	2.87 (2.13-3.85)	3.26 (2.35-4.43)	3.66 (2.57-5.07)	4.22 (2.87-5.95)	4.67 (3.11-6.62)
2-hr	1.45 (1.13-1.84)	1.70 (1.33-2.16)	2.14 (1.67-2.73)	2.54 (1.97-3.25)	3.13 (2.39-4.14)	3.62 (2.71-4.82)	4.14 (3.02-5.60)	4.70 (3.32-6.47)	5.48 (3.76-7.69)	6.12 (4.10-8.61)
3-hr	1.60 (1.26-2.03)	1.88 (1.48-2.38)	2.37 (1.86-3.01)	2.83 (2.21-3.60)	3.53 (2.72-4.68)	4.12 (3.11-5.49)	4.76 (3.50-6.44)	5.46 (3.89-7.52)	6.46 (4.46-9.05)	7.28 (4.90-10.2)
6-hr	1.87 (1.48-2.34)	2.18 (1.73-2.74)	2.77 (2.19-3.49)	3.32 (2.62-4.20)	4.19 (3.27-5.53)	4.93 (3.76-6.53)	5.74 (4.26-7.73)	6.64 (4.77-9.09)	7.92 (5.52-11.0)	8.98 (6.09-12.5)
12-hr	2.12 (1.70-2.65)	2.49 (2.00-3.10)	3.17 (2.53-3.95)	3.80 (3.02-4.75)	4.77 (3.75-6.23)	5.60 (4.30-7.34)	6.50 (4.86-8.67)	7.48 (5.42-10.2)	8.90 (6.24-12.3)	10.1 (6.86-13.9)
24-hr	2.44 (1.97-3.01)	2.82 (2.28-3.49)	3.53 (2.84-4.36)	4.19 (3.36-5.19)	5.20 (4.12-6.73)	6.07 (4.70-7.90)	7.02 (5.29-9.28)	8.05 (5.87-10.9)	9.54 (6.74-13.1)	10.8 (7.40-14.8)
2-day	2.86 (2.34-3.50)	3.21 (2.62-3.92)	3.87 (3.15-4.74)	4.51 (3.65-5.54)	5.52 (4.43-7.11)	6.41 (5.02-8.29)	7.40 (5.63-9.73)	8.49 (6.25-11.4)	10.1 (7.19-13.8)	11.4 (7.90-15.6)
3-day	3.16 (2.59-3.84)	3.50 (2.87-4.26)	4.16 (3.40-5.07)	4.80 (3.91-5.87)	5.82 (4.69-7.45)	6.72 (5.29-8.64)	7.71 (5.90-10.1)	8.82 (6.52-11.8)	10.4 (7.46-14.2)	11.8 (8.18-16.0)
4-day	3.38 (2.78-4.09)	3.75 (3.08-4.54)	4.44 (3.65-5.39)	5.10 (4.17-6.22)	6.14 (4.96-7.81)	7.05 (5.56-9.01)	8.04 (6.16-10.5)	9.14 (6.77-12.1)	10.7 (7.69-14.5)	12.0 (8.39-16.3)
7-day	3.90 (3.24-4.68)	4.38 (3.63-5.27)	5.23 (4.32-6.30)	5.98 (4.93-7.24)	7.10 (5.74-8.88)	8.03 (6.35-10.1)	9.02 (6.93-11.6)	10.1 (7.48-13.2)	11.5 (8.31-15.5)	12.7 (8.93-17.2)
10-day	4.38 (3.66-5.24)	4.95 (4.13-5.93)	5.91 (4.92-7.09)	6.74 (5.58-8.11)	7.93 (6.41-9.82)	8.88 (7.04-11.1)	9.87 (7.60-12.6)	10.9 (8.12-14.2)	12.3 (8.88-16.4)	13.4 (9.46-18.1)
20-day	5.96 (5.03-7.07)	6.67 (5.62-7.91)	7.84 (6.58-9.31)	8.80 (7.36-10.5)	10.1 (8.24-12.4)	11.2 (8.91-13.8)	12.2 (9.46-15.4)	13.3 (9.93-17.1)	14.7 (10.6-19.3)	15.7 (11.2-21.0)
30-day	7.37 (6.25-8.69)	8.21 (6.95-9.68)	9.55 (8.06-11.3)	10.6 (8.95-12.6)	12.1 (9.89-14.7)	13.2 (10.6-16.2)	14.3 (11.2-17.9)	15.4 (11.6-19.7)	16.8 (12.3-22.1)	17.9 (12.7-23.8)
45-day	9.21 (7.85-10.8)	10.3 (8.73-12.0)	11.9 (10.1-14.0)	13.2 (11.2-15.6)	14.9 (12.2-17.9)	16.1 (13.0-19.6)	17.3 (13.5-21.5)	18.5 (13.9-23.4)	19.9 (14.5-25.8)	20.8 (14.9-27.6)
60-day	10.8 (9.24-12.6)	12.1 (10.3-14.1)	14.0 (12.0-16.4)	15.5 (13.2-18.3)	17.5 (14.3-20.8)	18.8 (15.2-22.8)	20.1 (15.7-24.8)	21.2 (16.0-26.8)	22.6 (16.5-29.2)	23.5 (16.9-31.1)

¹ Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS). Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values. Please refer to NOAA Atlas 14 document for more information.

Problems, Issues, Concerns Soils



Depth to Groundwater

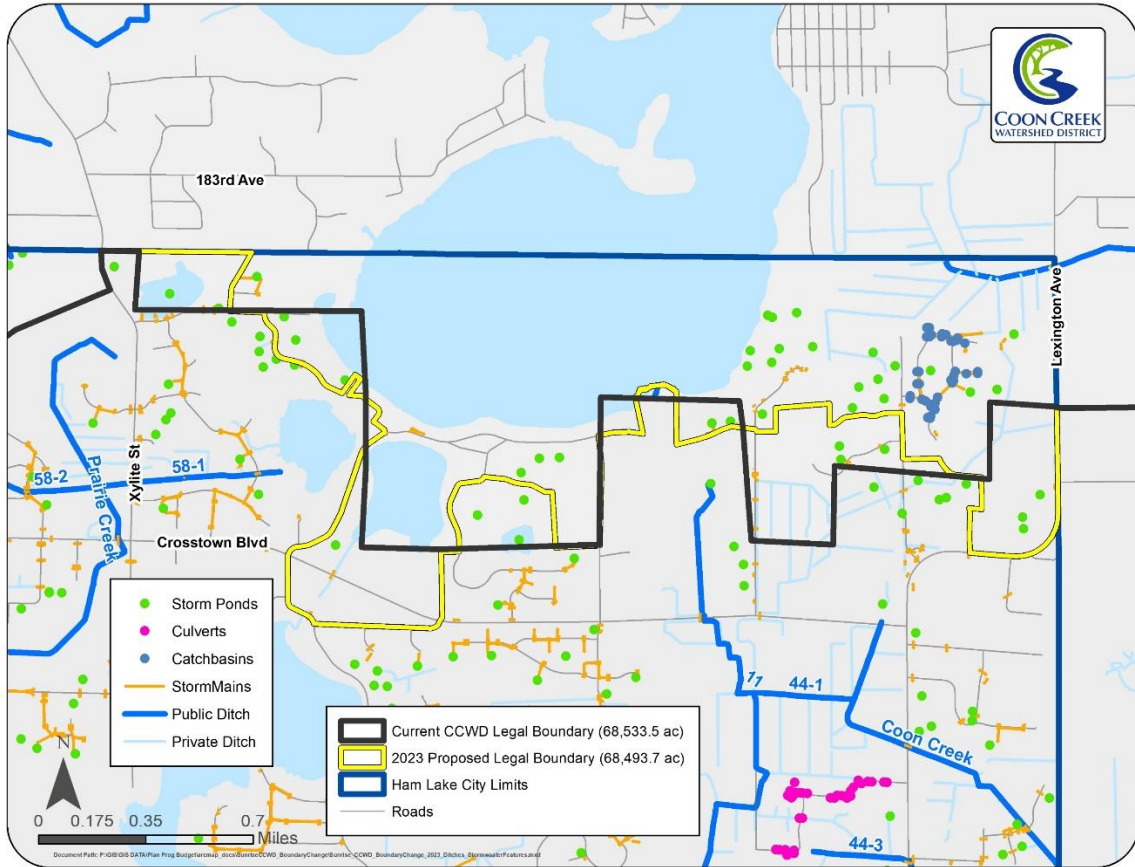


Involved Organizations

Organization	Mission	Intent
Board of Water & Soil Resources	To improve and protect Minnesota's water and soil resources by working in partnership with local organizations and private landowners.	<u>Administers'</u> <ul style="list-style-type: none"> Metropolitan Water Management Act <ul style="list-style-type: none"> Boundary amendments
Coon Creek Watershed District	<p>To manage groundwater and surface water resources from the perspective of aquifers, watersheds, and river basins to achieve protection, preservation, enhancement, and restoration of the state's valuable groundwater and surface water resources.</p> <p>To conserve the natural resources of the state by land use planning, flood control, and other conservation projects by using sound scientific principles for the protection of the public health and welfare and the provident use of the natural resources</p>	<p>The purposes of the water management programs required by sections 103B.205 to 103B.255 are to:</p> <ol style="list-style-type: none"> (1) protect, preserve, and use natural surface water and groundwater storage and retention systems; (2) minimize public capital expenditures needed to correct flooding and water quality problems; (3) identify and plan for means to effectively protect and improve surface water and groundwater

<p>Sunrise River Water Management Organization</p>	<p>To manage groundwater and surface water resources from the perspective of aquifers, watersheds, and river basins to achieve protection, preservation, enhancement, and restoration of the state's valuable groundwater and surface water resources.</p>	<p>quality;</p> <p>(4) establish more uniform local policies and official controls for surface water and groundwater management;</p> <p>(5) prevent erosion of soil into surface water systems;</p> <p>(6) promote groundwater recharge;</p> <p>(7) protect and enhance fish and wildlife habitat and water recreational facilities; and</p> <p>(8) secure the other benefits associated with the proper management of surface water and groundwater.</p>
<p>City of Ham Lake</p>	<p>To serve as administrative, commercial, religious, and cultural hubs for their surrounding areas, provide essential public services and protect and provide for the public health, safety and welfare.</p>	<ul style="list-style-type: none"> • Flood prevention through storm water management • Provide drinking water where demanded. • Provide for sewage disposal. <p>Address non-point source pollution as a Municipal Separate Storm Sewer System</p>

Civil Considerations
Stormwater facilities



GOAL

The Board of Water and Soil Resources is being requested to approve a change to the Boundary between the Sunrise River Watershed Management Organization and the Coon Creek Watershed District in Sections 1, 2, 3, 4 and 10 of the City of Ham Lake, Anoka County, Minnesota.

IMPLEMENTATION

Intent

The boundary amendment is intended to achieve a more accurate alignment between the hydrologic and legal boundaries of the two WMOs and to facilitate management and administration.

To achieve this the District will

- Petition the Board of Water and Soil resources for an order changing the boundaries of the two watershed management organizations.
- Develop a petition that describes the area of the boundary change.
- Document that the proposed change is consistent with the purposes and requirements of the Metropolitan Water Management Act
- Identify the properties subject to drainage by a system established under the Minnesota's Drainage Law
- Gain concurrence that the proposed boundary change is correct and accurate.

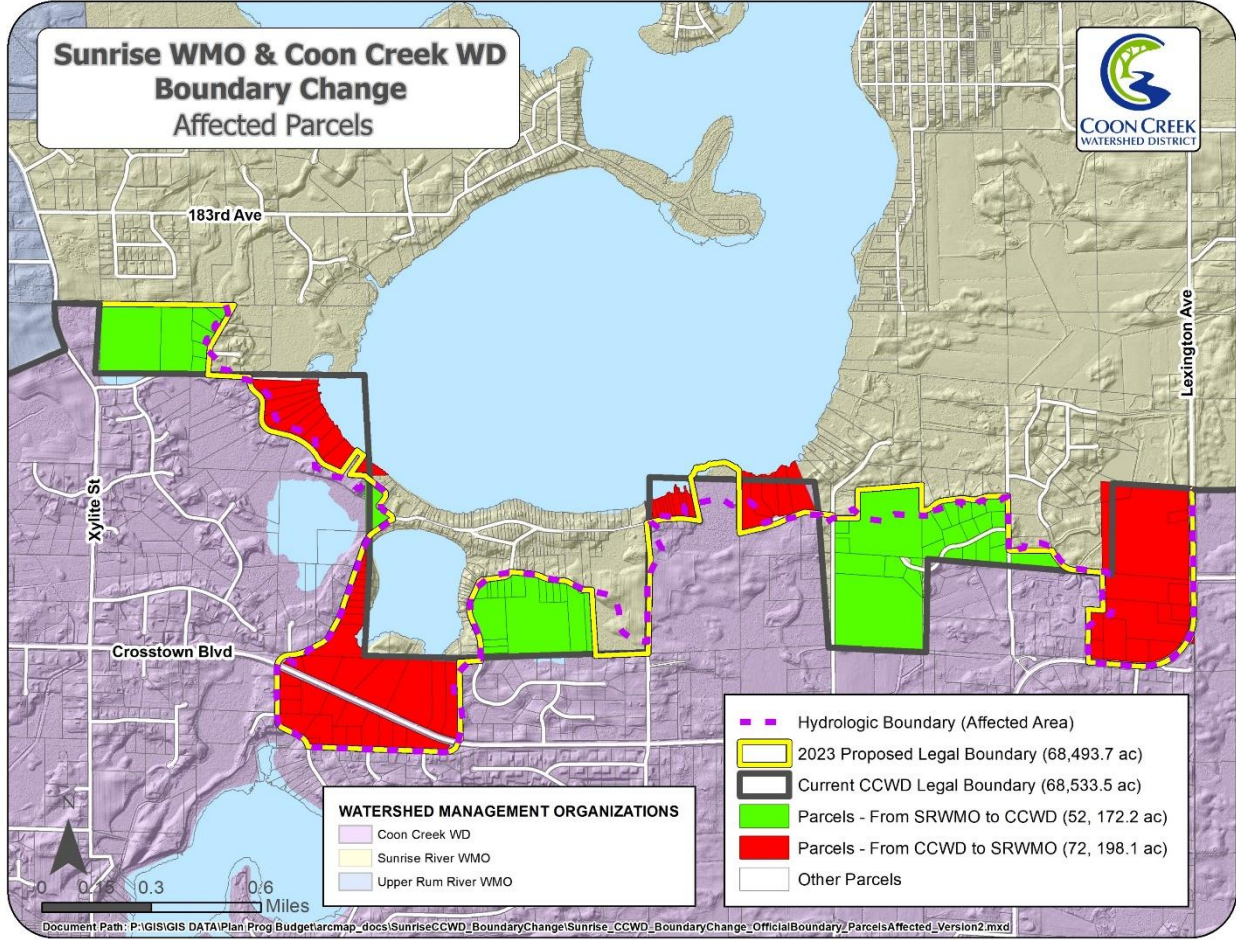
In the end the boundary should be the most practical legal representation by affected parcels of the hydrologic boundary

Approach

To develop the petition the District will follow the following five step process:

1. Review the height of land and hydraulic gradients to determine flow direction.
2. Evaluate the boundary relative to the management of public drainage, stormwater, water quality and wetlands.
3. Field verify the above information
4. Convene technical representatives of the affected units of government to review the analysis of steps 1, 2, and 3.
5. Allocate and reallocate property parcels based.
 - a. Direction of flow for the majority ($\geq 51\%$) of each parcel.
 - b. Review parcels for extenuating circumstances such as frontage on Coon Lake.
 - c. Identify affected parcels by Property Identification Number (PIN)
6. Draft petition and distribute for review and comment or concurrence.

Structure of New Boundary



Coordinating Instructions

Sunrise River Water Management Organization and the City of Ham Lake are requested to

6. Review the boundary and either:
 - a. Submit a letter stating that they concur with the boundary change as proposed
 - OR
 - b. Specifically identify the error in the boundary based on the criteria in MS 103B.215 and indicate the correction to be made.

Affected Parcels: From Coon Creek Watershed District to Sunrise River Water Management Organization

Currently in Coon Creek and Moving to Sunrise. 72 parcels comprising 198.1 acres.

PIN	LOC_ADDR	LOC_STATE	LOC_ZIP	ACT_CITY	ACRES	Boundary Change
33223130005	17855 OAKLAND DR NE	MN	55304	HAM LAKE	2.18	Move to Sunrise
23223410019	4121 INTERLACHEN DR NE	MN	55304	HAM LAKE	3.92	Move to Sunrise
13223430005	17330 OPAL ST NE	MN	55304	HAM LAKE	1.99	Move to Sunrise
23223410018	4109 INTERLACHEN DR NE	MN	55304	HAM LAKE	2.90	Move to Sunrise
33223130007	17817 OAKLAND DR NE	MN	55304	HAM LAKE	2.41	Move to Sunrise
33223130010	17759 OAKLAND DR NE	MN	55304	HAM LAKE	2.37	Move to Sunrise
33223130013	17723 OAKLAND DR NE	MN	55304	HAM LAKE	2.67	Move to Sunrise
103223120006	17143 EAST LAKE NETTA DR NE	MN	55304	HAM LAKE	2.47	Move to Sunrise
103223120007	3109 171ST AVE NE	MN	55304	HAM LAKE	3.04	Move to Sunrise
23223420022	3823 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.40	Move to Sunrise
23223420009	3847 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.92	Move to Sunrise
23223420011	3863 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.41	Move to Sunrise
23223420023	3815 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.47	Move to Sunrise
23223420010	3859 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.45	Move to Sunrise
23223420007	3837 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.39	Move to Sunrise
33223130012	17739 OAKLAND DR NE	MN	55304	HAM LAKE	2.35	Move to Sunrise
33223130011	17751 OAKLAND DR NE	MN	55304	HAM LAKE	2.33	Move to Sunrise
33223130006	17837 OAKLAND DR NE	MN	55304	HAM LAKE	2.44	Move to Sunrise
33223130008	17809 OAKLAND DR NE	MN	55304	HAM LAKE	2.49	Move to Sunrise
23223410017	4055 INTERLACHEN DR NE	MN	55304	HAM LAKE	2.61	Move to Sunrise
33223130009	17763 OAKLAND DR NE	MN	55304	HAM LAKE	2.54	Move to Sunrise
13223430004	4745 LEXINGTON AVE NE	MN	55304	HAM LAKE	1.23	Move to Sunrise
23223410016	4033 INTERLACHEN DR NE	MN	55304	HAM LAKE	2.55	Move to Sunrise
13223410007		MN	55304	HAM	1.00	Move to

PIN	LOC_ADDR	LOC_STATE	LOC_ZIP	ACT_CITY	ACRES	Boundary Change
				LAKE		Sunrise
103223120004	17111 EAST LAKE NETTA DR NE	MN	55304	HAM LAKE	0.36	Move to Sunrise
23223420008		MN	55304	HAM LAKE	0.42	Move to Sunrise
23223420004	3833 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.36	Move to Sunrise
23223420006	3827 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.34	Move to Sunrise
23223420012	3873 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.92	Move to Sunrise
23223420026	3805 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.50	Move to Sunrise
23223410023	4015 INTERLACHEN DR NE	MN	55304	HAM LAKE	4.74	Move to Sunrise
33223430023		MN	55304	HAM LAKE	0.44	Move to Sunrise
33223420005	17521 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.32	Move to Sunrise
33223430014		MN	55304	HAM LAKE	0.25	Move to Sunrise
33223430022		MN	55304	HAM LAKE	0.37	Move to Sunrise
33223430024	17431 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.49	Move to Sunrise
33223430016	17309 INTERLACHEN DR NE	MN	55304	HAM LAKE	5.70	Move to Sunrise
33223430003	17351 INTERLACHEN DR NE	MN	55304	HAM LAKE	1.24	Move to Sunrise
33223430013	17365 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.76	Move to Sunrise
33223430011	17409 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.68	Move to Sunrise
33223430012	17419 INTERLACHEN DR NE	MN	55304	HAM LAKE	0.62	Move to Sunrise
33223140001	17679 OAKLAND DR NE	MN	55304	HAM LAKE	1.84	Move to Sunrise
13223410004		MN	55304	HAM LAKE	2.41	Move to Sunrise
13223410006		MN	55304	HAM LAKE	34.52	Move to Sunrise
13223410005		MN	55304	HAM LAKE	0.06	Move to Sunrise
13223440004	17450 LEXINGTON AVE NE	MN	55304	HAM LAKE	8.68	Move to Sunrise
13223440005	17440 LEXINGTON AVE NE	MN	55304	HAM LAKE	2.08	Move to Sunrise
13223440002	4825 LEXINGTON AVE NE	MN	55304	HAM LAKE	4.53	Move to Sunrise
13223440006	17416 LEXINGTON AVE NE	MN	55304	HAM LAKE	1.35	Move to Sunrise
13223440009	4909 LEXINGTON AVE	MN	55304	HAM	2.25	Move to

PIN	LOC_ADDR	LOC_STATE	LOC_ZIP	ACT_CITY	ACRES	Boundary Change
	NE			LAKE		Sunrise
13223440010	4853 LEXINGTON AVE NE	MN	55304	HAM LAKE	2.51	Move to Sunrise
13223440007		MN	55304	HAM LAKE	1.65	Move to Sunrise
13223440001	17340 LEXINGTON AVE NE	MN	55304	HAM LAKE	10.38	Move to Sunrise
103223110004	3319 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	10.31	Move to Sunrise
103223110010		MN	55304	HAM LAKE	2.41	Move to Sunrise
103223120013	17229 EAST LAKE NETTA DR NE	MN	55304	HAM LAKE	1.44	Move to Sunrise
103223110005	3349 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	4.76	Move to Sunrise
103223110006	3369 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	5.32	Move to Sunrise
103223120009		MN	55304	HAM LAKE	0.91	Move to Sunrise
103223120010	17301 INTERLACHEN DR NE	MN	55304	HAM LAKE	3.75	Move to Sunrise
103223120011	3129 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	5.16	Move to Sunrise
103223110003		MN	55304	HAM LAKE	7.34	Move to Sunrise
103223120016	3130 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	2.28	Move to Sunrise
103223120019	3147 171ST AVE NE	MN	55304	HAM LAKE	1.41	Move to Sunrise
103223120015	3090 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	3.22	Move to Sunrise
103223120017	3150 CROSSTOWN BLVD NE	MN	55304	HAM LAKE	2.53	Move to Sunrise
103223120012	17239 EAST LAKE NETTA DR NE	MN	55304	HAM LAKE	1.14	Move to Sunrise
103223120014	17189 EAST LAKE NETTA DR NE	MN	55304	HAM LAKE	1.44	Move to Sunrise
103223120018	3127 171ST AVE NE	MN	55304	HAM LAKE	1.30	Move to Sunrise
103223110009	3235 171ST AVE NE	MN	55304	HAM LAKE	1.52	Move to Sunrise
103223110007	3215 171ST AVE NE	MN	55304	HAM LAKE	2.64	Move to Sunrise
103223110008	3225 171ST AVE NE	MN	55304	HAM LAKE	1.90	Move to Sunrise

Affected Parcels: From Sunrise River Water Management Organization to Coon Creek Watershed District

Currently in Sunrise moving to Coon Creek. 52 parcels comprising 172.2 acres.

PIN	LOC_ADDR	LOC_ZIP	ACT_CITY	ACRES	Boundary Change
33223210004	17934 CORAL SEA ST NE	55304	HAM LAKE	1.03	Move to Coon Creek
13223310007	4408 176TH LN NE	55304	HAM LAKE	2.54	Move to Coon Creek
13223330007		55304	HAM LAKE	29.04	Move to Coon Creek
13223310015	4505 176TH AVE NE	55304	HAM LAKE	1.22	Move to Coon Creek
13223310022	17508 LEVER ST NE	55304	HAM LAKE	1.40	Move to Coon Creek
13223320018		55304	HAM LAKE	22.95	Move to Coon Creek
33223210005	17958 CORAL SEA ST NE	55304	HAM LAKE	1.63	Move to Coon Creek
13223310008	4420 176TH LN NE	55304	HAM LAKE	1.50	Move to Coon Creek
33223210003	17918 CORAL SEA ST NE	55304	HAM LAKE	1.05	Move to Coon Creek
13223320016	17521 DURANT ST NE	55304	HAM LAKE	1.01	Move to Coon Creek
13223310016	4453 176TH AVE NE	55304	HAM LAKE	1.81	Move to Coon Creek
13223310020	4520 176TH AVE NE	55304	HAM LAKE	1.66	Move to Coon Creek
13223310010	4458 176TH LN NE	55304	HAM LAKE	1.31	Move to Coon Creek
33223210007	18021 CORAL SEA ST NE	55304	HAM LAKE	1.28	Move to Coon Creek
13223310017	4421 176TH AVE NE	55304	HAM LAKE	1.47	Move to Coon Creek
13223310012	4546 176TH LN NE	55304	HAM LAKE	1.29	Move to Coon Creek
33223220003		55304	HAM LAKE	19.58	Move to Coon Creek
23223330052	17453 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.61	Move to Coon Creek
23223330049	3550 WOODLAND DR NE	55304	HAM LAKE	19.04	Move to Coon Creek
23223340010	3620 WOODLAND DR NE	55304	HAM LAKE	0.63	Move to Coon Creek
23223330015	17333 HIAWATHA BEACH DR NE	55304	HAM LAKE	6.13	Move to Coon Creek
23223330013	17443 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.29	Move to Coon Creek
23223330046	17307 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.85	Move to Coon Creek
23223330039	17329 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.84	Move to Coon Creek
23223330047	17327 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.84	Move to Coon Creek
23223330014	17441 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.78	Move to Coon Creek
33223410017		55304	HAM LAKE	3.45	Move to Coon Creek
13223310013	4545 176TH AVE NE	55304	HAM LAKE	1.09	Move to Coon Creek
13223310014	4529 176TH AVE NE	55304	HAM LAKE	1.29	Move to Coon Creek
13223320017		55304	HAM LAKE	1.00	Move to Coon Creek
33223210006	18012 CORAL SEA ST NE	55304	HAM LAKE	2.44	Move to Coon Creek
33223220004	2759 179TH AVE NE	55304	HAM LAKE	10.20	Move to Coon Creek
13223310019	4502 176TH AVE NE	55304	HAM LAKE	1.14	Move to Coon Creek

PIN	LOC_ADDR	LOC_ZIP	ACT_CITY	ACRES	Boundary Change
13223310018	4440 176TH AVE NE	55304	HAM LAKE	1.00	Move to Coon Creek
13223310009	4442 176TH LN NE	55304	HAM LAKE	1.29	Move to Coon Creek
13223420005	17503 LEVER ST NE	55304	HAM LAKE	3.67	Move to Coon Creek
23223330043	17457 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.66	Move to Coon Creek
23223340019	3636 WOODLAND DR NE	55304	HAM LAKE	2.57	Move to Coon Creek
23223330051	17447 HIAWATHA BEACH DR NE	55304	HAM LAKE	0.59	Move to Coon Creek
23223330040		55304	HAM LAKE	0.70	Move to Coon Creek
23223330008	3508 WOODLAND DR NE	55304	HAM LAKE	1.47	Move to Coon Creek
23223330004		55304	HAM LAKE	0.79	Move to Coon Creek
13223310021	4544 176TH AVE NE	55304	HAM LAKE	1.11	Move to Coon Creek
13223310011	4516 176TH LN NE	55304	HAM LAKE	1.01	Move to Coon Creek
23223340017	3608 WOODLAND DR NE	55304	HAM LAKE	0.66	Move to Coon Creek
23223340022		55304	HAM LAKE	5.40	Move to Coon Creek
13223330006		55304	HAM LAKE	0.43	Move to Coon Creek
13223330005	17457 DURANT ST NE	55304	HAM LAKE	4.93	Move to Coon Creek
13223330003	4356 176TH AVE NE	55304	HAM LAKE	1.54	Move to Coon Creek
13223330004	4326 176TH AVE NE	55304	HAM LAKE	1.89	Move to Coon Creek
13223330002		55304	HAM LAKE	0.10	Move to Coon Creek
13223340005		55304	HAM LAKE	0.02	Move to Coon Creek

COORDINATION & COLLABORATION

May 15, 2023. Letter from the City of Ham Lake Mayor Kirkham regarding the request to review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any proprietries need to be revised to/from the Coon Creek Watershed District and Sunrise River Water Management Organization that was approved by the Ham Lake City Council at their May 15, 2023, city council meeting.

May 16-24, 2023. Reviewed the height of land and hydraulic gradients to determine flow direction. Evaluated the boundary relative to the management of public drainage, stormwater, water quality and wetlands. Field verified the above information.

May 25, 2023. Convened technical representatives of the affected units of government to review the analysis of steps 1, 2, and 3. Coordination and boundary review meeting with:

- Jamie Schurbon, Anoka Conservation District, representing Sunrise River WMO
- Tom Colling, RFC Engineering, representing City of Ham Lake
- Tim Kelly, representing Coon Creek Watershed District
- Jon Janke, representing Coon Creek Watershed District

Purpose of meeting

1. Review situation

2. Review and refine GIS and field data,
3. Agree, in principle, to a working boundary line between Sunrise River Water Management Organization and Coon Creek Watershed District

June 26, 2023: Coon Creek Watershed District Board of Managers asked to review and authorize distribution of petition and request letters of concurrence from the City of Ham Lake and Sunrise River Water Management Organization.

Attachments

1. May 15, 2023. Letter from the City of Ham Lake Mayor Kirkham regarding the request to review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any proprieties need to be revised to/from the Coon Creek Watershed District and Sunrise River Water Management Organization that was approved by the Ham Lake City Council at their May 15, 2023, city council meeting.
2. July 17 letter of concurrence from the City of Ham Lake.
3. August



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax: (763) 434-9599

May 15, 2023

Tim Kelly, Administrator
Coon Creek Watershed District
13632 Van Buren Street
Ham Lake, Minnesota 55304

Candice Kantor, Chair
Sunrise River Watershed Management Organization
5660 South Linwood Lake Drive
Wyoming, Minnesota 55092

Dear Mr. Kelly and Ms. Kantor:

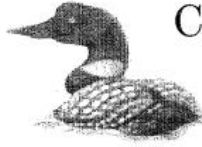
The City of Ham Lake is requesting that the Coon Creek Watershed District (CCWD) and Sunrise River Watershed Management Organization (SRWMO) review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any properties need to be revised to/from the CCWD and SRWMO. The review is being requested to achieve an accurate alignment between the hydrologic and legal boundaries between the CCWD and SRWMO, per the Minnesota Statutes 103B.205 definition of a watershed.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Kirkham". The signature is stylized and written in cursive.

Brian Kirkham
Mayor

cc: Jamie Schurbon, Anoka Conservation District
cc: Tom Collins, City Engineer
cc: Ham Lake City Council



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax: (763) 434-9599

July 17, 2023

Coon Creek Watershed District
ATTN: Tim Kelly
13632 Van Buren St NE
Ham Lake, MN 55304

Re: Petition for Boundary Change, Coon Creek Watershed District: Letter of Concurrence

Dear Mr. Kelly,

The City of Ham Lake has reviewed and considered the proposal to change the common boundary between the Coon Creek Watershed District and the Sunrise River Water Management Organization. Pursuant to Resolution No. 23-32, the City of Ham Lake concurs with the proposed petition to change the common boundary between the Coon Creek Watershed District and the Sunrise River Water Management Organization.

Your point of contact regarding this concurrence is Denise Webster, City Administrator, of the City of Ham Lake at 763-235-1680.

Sincerely,

A handwritten signature in black ink, appearing to read 'BK'. The signature is stylized and written in a cursive-like font.

Mayor Brian Kirkham

Attachment: Resolution No. 23-32

RESOLUTION NO. 23-32

CITY OF HAM LAKE

**APPROVAL OF STATEMENT OF CONCURRENCE FOR WATERSHED DISTRICT
BOUNDARY CHANGE/ADJUSTMENT**

WHEREAS, the Coon Creek Watershed District (“CCWD”) has analyzed and identified certain discrepancies in the common boundary between the Sunrise River Water Management Organization (“SRWMO”) and the CCWD. The discrepancies arise because of differences between the boundaries as established by State order and the hydrologic boundaries as determined by modern mapping information;

WHEREAS, the CCWD has developed a revised boundary for inclusion in a petition to the Board of Water and Soil Resources for boundary change;

WHEREAS, CCWD has presented the revised boundary for consideration by the City of Ham Lake;

WHEREAS, the CCWD has prepared a revised watershed district boundary map and affected parcel listing which have been considered by the City of Ham Lake;

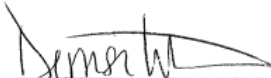
WHEREAS, Minnesota Statute 103B.215, requires a petition for boundary change to be accompanied by a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred;

WHEREAS, the CCWD has requested concurrence from the City of Ham Lake in the proposed boundary change and in the filing of a petition for boundary change with the Board of Water and Soil Resources that reflects the boundary changes described in the petition.


NOW THEREFORE BE IT RESOLVED BY THE CITY OF HAM LAKE THAT:

The City of Ham Lake, in accordance with Minnesota Statute 103B.215, concurs with the proposed boundary changes found in the petition, and authorizes its Mayor to execute the attached statement of concurrence letter for inclusion with the CCWD petition to the Board of Water and Soil Resources for boundary change.

Adopted by the City Council of the City of Ham Lake this 17th day of July, 2023.



Denise Webster, City Clerk/Administrator



Brian Kirkham, Mayor



August 2, 2023

Coon Creek Watershed District
ATTN: Tim Kelly
13632 Van Buren St NE
Ham Lake, MN 55304

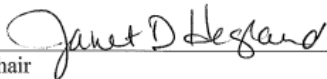
Re: Petition for Boundary Change, Coon Creek Watershed District: Letter of Concurrence

Dear Mr. Kelly,

The Sunrise River Watershed Management Organization (SRWMO) has reviewed and considered the proposal to change the common boundary between the Coon Creek Watershed District and the SRWMO. Pursuant to Resolution #2023-1, the SRWMO concurs with the proposed petition to change the common boundary between the Coon Creek Watershed District and the Sunrise River Water Management Organization.

Your point of contact regarding this concurrence is Jamie Schurbon, SRWMO Administrator. Jamie can be contacted at 1318 McKay Drive NE, suite 300 Ham Lake, MN 55304, 763-434-2030 extension 210, or jamie.schurbon@anokaswcd.org.

Sincerely,


Chair

Attachment: Resolution #2023-1

RESOLUTION 2023-1

SUNRISE RIVER WATERSHED MANAGEMENT ORGANIZATION

APPROVAL OF STATEMENT OF CONCURRENCE FOR WATERSHED DISTRICT BOUNDARY CHANGE/ADJUSTMENT

WHEREAS, the Coon Creek Watershed District (“CCWD”) has analyzed and identified certain discrepancies in the common boundary between the Sunrise River Water Management Organization (“SRWMO”) and the CCWD. The discrepancies arise because of differences between the boundaries as established by State order and the hydrologic boundaries as determined by modern mapping information;

WHEREAS, the CCWD has developed a revised boundary for inclusion in a petition to the Board of Water and Soil Resources for boundary change;

WHEREAS, CCWD has presented the revised boundary for consideration by the SRWMO;

WHEREAS, the CCWD has prepared a revised watershed district boundary map and affected parcel listing which have been considered by the SRWMO;

WHEREAS, Minnesota Statute 103B.215, requires a petition for boundary change to be accompanied by a written statement of concurrence in the petition from the governing body of each statutory or home rule charter city and town and each watershed management organization having jurisdiction over the territory proposed to be added or transferred;

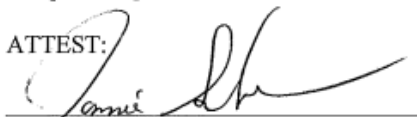
WHEREAS, the CCWD has requested concurrence from SRWMO in the proposed boundary change and in the filing of a petition for boundary change with the Board of Water and Soil Resources that reflects the boundary changes described in the petition.

NOW THEREFORE BE IT RESOLVED BY THE SRWMO THAT:

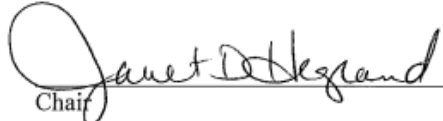
The SRWMO, in accordance with Minnesota Statute 103B.215, concurs with the proposed boundary changes found in the petition, and authorizes its Chair or Vice Chair to execute the attached statement of concurrence letter for inclusion with the CCWD petition to the Board of Water and Soil Resources for boundary change.

Adopted August 2, 2023.

ATTEST:



Administrator



Chair

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 14, 2023
AGENDA NUMBER: 10
ITEM: Personnel Guidance Manual Amendments

AGENDA: Policy

BACKGROUND

A Minnesota law legalizing cannabis use went into effect August 1, 2023. It is recommended by our insurance carrier and legal counsel to include restrictions on use of cannabis while at the District office and while conducting District business. While the Personnel Guidance Manual addressed controlled substances, due to the change in law regarding cannabis, it was recommended that cannabis be specifically addressed.

In addition, a couple of housekeeping issues in Sections 2 and 6 of the Personnel Guidance Manual have been addressed including a Recording Policy, showing initiative while performing job duties, in addition to the restrictions on impairment, use, distribution and sale of cannabis.

ACTION REQUESTED

Adopt the changes to Section 2.17 adding the Recording Policy and Section 6.1.2 addition Showing Initiative, Section 6.4.2 addition of restriction of cannabis from being on District property and Section 6.4.2 adding possession, use, sale transfer of cannabis and impairment as a result of cannabis as unacceptable conduct while on District property or while engaged in District business.

COORDINATION

Staff has worked with legal counsel to develop language for the Personnel Guidance Manual regarding the changes to the policies in the best interests of the District.

A change has been noted for an upcoming revision to the Personnel Guidance Manual. In the meantime, these amendments and approval of the policy changes by the Board will serve as Policy until such time as a more complete update of the Personnel Guidance Manual shall be completed and the changes are incorporated into the general verbiage of the manual.

PERTINENT FACTS

This change is based on:

- The legalization of cannabis in Minnesota.
- Housekeeping within the Personnel Guidance Manual

CONCLUSION

Addition of the policies will be included in the Personnel Guidance Manual will maintain legal compliance in accordance with newly changed laws and provide added protection to the District.

RECOMMENDATION

Adopt amendments to Sections 2 and 6 in Personnel Guidance Manual.

OPTIONS, ACTION & IMPLEMENTATION STEPS

- 1) Adopt amended Sections 2 and 6 in the Personnel Guidance Manual.
- 2) Make changes to Sections 2 and 6 as recommended by the Board and Adopt with proposed changes.
- 3) Make changes to Sections 2 and 6 as recommended by the Board and bring revised Sections 2 and 6 to the Board on August 28 for adoption.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****OVERVIEW****2. EMPLOYMENT PRACTICES AND PROCEDURES****2.1 At-Will Employment**

Employment at this District is at-will. Except as otherwise prohibited by law, the District has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment any time for any reason. **THE PROVISIONS IN THIS MANUAL DO NOT ALTER THE NATURE OF THE AT-WILL EMPLOYMENT OR PROVIDE ANY SORT OF FOR-CAUSE TERMINATION PROTECTION.**

2.2 Equal Opportunity Employment

The District is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, ancestry, sexual orientation, gender identity, or gender expression, age, disability, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry or any other status protected by applicable law. This provision applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

If you believe that an employment decision has been made that does not conform to management's commitment to equal opportunity, the matter should be brought promptly to the attention of the District Administrator or Administrative Services Coordinator. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

2.3 American with Disabilities Act (ADA)/ADA Amendments Act

Whenever possible, the District makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the District

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

Administrator. If an employee requests a reasonable accommodation, it should be in writing. The District may request a physician's statement documenting the need for the requested accommodation.

2.4 Substance Abuse

The District's Substance Abuse policy complies with federal and state laws and regulations. Employees are prohibited from unlawfully consuming, distributing, possessing, selling, using, or being under the influence of un-prescribed drugs and intoxicants while at work, on District premises or engaged in District business. Prescription drugs or over-the-counter medications, taken as prescribed and lawful participation in the Minnesota Medical Cannabis Patient Registry are an exception to this policy.

Employees are prohibited from being impaired by un-prescribed drugs and intoxicants while at work, on District premises or engaged in District business. Tobacco use is prohibited on District premises, in District vehicles or while engaged in District business.

Anyone violating this policy may be subject to disciplinary action, up to and including termination. When work is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the District.

2.5 Communication

At the District, courtesy, tact and consideration should guide each employee in relationships with fellow workers and the public. It is mandatory that each employee in this organization show maximum respect to every other person in the organization and other contacts in a business context. The purpose of communication should be to help others and to make the District run as effectively as possible, thereby gaining the respect of our colleagues, collaborators and the public.

2.5.1 Communication with the Board of Managers

To avoid conflict and confusion, staff communications with the Board of Managers will be through the Coordinators and District Administrator.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.6 Open Door Approach**

The District has an open-door approach and takes employee concerns and problems seriously. The District values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their Program Coordinator, Administrative Services Coordinator or District Administrator (Supervisor).

2.7 Problem Solving Process

When people work closely together, it is only natural that problems, questions or conflict may sometimes arise. It is in the interest of the District and employees that these issues be resolved as quickly and fairly as possible. Therefore, the District supports an “open-door approach” to encourage addressing these issues.

2.7.1 General Practice

If you have a work-related or personal problem that you think the District can help you resolve, we encourage and expect you to discuss it with that coworker or Supervisor directly. It is destructive to harmonious working relationships for employees to create or repeat rumors, gossip, or information merely intended to discredit or harm another.

It is more constructive to consult with the individual immediately and with any questions and attempt a mutual understanding. If a problem arises between peers or coworkers, it is expected that the individuals involved will seek to resolve the problem. If a resolution is not reached after a reasonable period of time, the next course of action is to request a joint meeting with your Supervisor and/or Administrative Services Coordinator and/or District Administrator. The purpose of the meeting will be to discuss the work-related issue and ensure that management is aware of the situation. The Supervisor and/or Administrative Services Coordinator will consult with the District Administrator, and they will collectively make a determination in an effort to resolve the situation.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

The Process:

- Discuss the problem you are having with that coworker or Supervisor;
- Do so as-soon-as-possible;
- Do not gossip about the situation;
- Seek to resolve the issue; and
- If you cannot resolve the problem, request a joint meeting with your Supervisor and/or Administrative Coordinator and/or District Administrator.

Similarly, your Supervisor, Administrative Services Coordinator and District Administrator are available to consult with you regarding any questions you may have concerning your employment at the District and the meaning/application of its personnel guidance policies.

If you have a problem that is more specifically addressed in Section 7, such as, Non-Harassment/Non-Discrimination, Sexual Harassment Prevention, Disrespectful Behavior or Respect in the Workplace, please see additional guidance in Section 7.

2.8 Recruitment and Selection

2.8.1 Overview

The District recruits and selects the most qualified persons for positions in service to the District. Recruitment and selection will be conducted in a manner that ensures open competition, provide equal employment opportunity and to prohibit discrimination because of race, color, creed, religion, national origin, gender (including pregnancy, childbirth, and related medical conditions) marital status, familial status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age, or any other status protected by law.

The District Administrator or a designee will manage the hiring process for positions within the District. All hires will be made according to merit and fitness related to the position being filled.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.8.2 Job and Position Descriptions**

A **Job Description** is a written document that identifies the purpose(s), duties, responsibilities, accountabilities and working conditions of a job; the desired knowledge, desired skills, and abilities to perform the job and other special considerations, if any.

A job description is prepared for each new position within the District. Each job description will include: Position title, Department, Supervisor's Title, FLSA status (exempt or non-exempt), primary objective of the positions, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all District positions.

Prior to posting a vacant position the existing job description is reviewed by the Supervisor and/or District Administrator to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment.

A **Position Description** is a working document used for setting out minimum requirements and essential job functions of a position. This document is updated annually, if needed, typically when performance evaluations are completed, to reflect current job duties and expectations of the employee.

The District will maintain position descriptions for each regular position. New positions will be developed as needed but must be approved by the Board of Managers and District Administrator prior to the position being filled. Changes in position descriptions or titles must be approved by the District Administrator.

A current position description is provided to each new employee. Supervisors are responsible for reviewing and, if applicable, revising position descriptions annually to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the District Administrator. A copy of the signed, revised position description is to be provided to the Administrative Services Coordinator for inclusion in the personnel file.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.8.3 Recruitment**

The District Administrator will determine if a vacancy will be filled through an open recruitment or by promotion or some other method. Positions may be posted on the District's website and advertised in locations and media that will facilitate open competition and an adequate number of qualified candidates. Applications for employment will generally be made by completing an application form provided by the District, a cover letter and a resume. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the District Administrator or designee. Submission of false data or information during the hiring process will disqualify the applicant. During the application process, the District may require presentation of certificates, licenses, special releases of information and other evidence of special qualifications when necessary. Supplemental questionnaires may be required in certain situations.

The deadline for application may be extended by the District Administrator.

2.8.4 Selection

The District Administrator or designee will establish minimum qualifications for each position with input from the appropriate Supervisor. To be eligible to participate in the selection process, a candidate should meet the minimum qualifications. All applicants will be scored based on the minimum qualifications for each position.

- Applicant qualifications may be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; or other appropriate job-related exam.

Interview questions may be compiled by the Supervisor and interview team and reviewed by the District Administrator prior to the interview. After the interview team completes the interview process, the results of the interview should be forwarded to the District Administrator for review.

Interview teams may use an applicant summary tracking form and notify the Administrative Services Coordinator of all interviews conducted. All applications and resumes of applicants not selected must be forwarded to the Administrative Coordinator for retention. The Administrative Coordinator will notify applicants who are not selected for positions at the District.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

When a decision on the final candidate is made, the Supervisor will notify the Administrative Services Coordinator and will turn in any reference check documents and job application materials. The Supervisor, District Administrator or Administrative Services Coordinator will issue the required written offer of employment to the candidate.

An initial start date will be coordinated with the employee's Supervisor. On the employee's start date, the new employee will complete required paperwork with assistance of the Administrative Services Coordinator. The new employee's Supervisor or designee is responsible for providing a department orientation for the new employee.

2.9 Change in Employment Status

Except as provided by law, any change in employment status of employees is subject to final approval by the District Administrator. The change in employment status documentation will include the salary/grade/step, job classification and starting date. This information will be submitted to the Administrative Services Coordinator for inclusion in the employee's personnel file.

2.9.1 Promotion

It is the practice of the District to encourage promotion of employees from within the organization. Job qualifications, satisfactory job performance, and seniority may be considered. Promoted employees retain all accrued benefits.

2.9.2 Lateral Transfer

Employees are authorized to transfer from one District department to another when approved by the District Administrator. Transferred employees will retain all accrued benefits. The anniversary date of transferred employees will change, with the original hire date maintained in the file. The anniversary date determines performance review dates and may determine pay change dates. The original hire date determines benefits, such as FTO.

2.10 Discipline

The District recognizes its responsibility to treat all employees fairly and to provide adequate compensation and benefits for the work provided; employees are expected to recognize their responsibility to maintain acceptable performance on the job. Disciplinary action is any one of a number of options the District may use to correct an employee's unacceptable behavior or actions. The course

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

of action will be determined by the District at its sole discretion as it deems appropriate.

2.10.1 No Contract Language Established

These provisions are not to be construed as contractual terms and are intended to serve only as a guide for employment discipline. THE MANUAL'S DISCIPLINE, TERMINATION PROCEDURES DO NOT ALTER THE NATURE OF THE AT-WILL EMPLOYMENT RELATIONSHIP OR PROVIDE ANY SORT OF FOR-CAUSE TERMINATION PROTECTION.

2.10.2 Process

The District will utilize disciplinary actions that best meet the needs of the situation. Nothing in this Manual and personnel guidance policies implies that any District employee has a contractual right or guarantee to the job he, she, they perform. The Manual provisions are not intended to alter the relationship between the District as an employer, and an individual employee, as being one which is "at will," terminable by either at any time for any reason.

2.10.3 Disciplinary Action

Disciplinary action is taken in response to an employee's failure to fulfill their duties and responsibilities at the level required, including observance of work practices and standards of conduct and applicable District practices. Disciplinary actions may include but are not limited to the following and may occur in any order, given particular circumstances:

2.10.3.1 Oral Reprimand

This measure may be used where informal discussions with the employee's Supervisor have not resolved the matter.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. An oral reprimand will be documented, including date(s), summary of discussion and corrective action needed. Such documentation will be submitted to the Administrative Services Coordinator for placement in the employee's personnel file.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.10.3.2 Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the District Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences or recurrence.

Employee will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be given to the Administrative Services Coordinator for placement in the employee's personnel file.

2.10.3.3 Suspension With or Without Pay

The District Administrator may suspend an employee without pay for disciplinary reasons. In this event the employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations.

2.10.3.4 Demotion

A demotion is a change of an employee's status from a position in one class or at one grade level to a position in another class or at another grade level with less responsibility and likely a lower salary. An employee may be demoted if attempts at resolving an issue have failed and the District Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted.

2.10.3.5 Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies or demotion.

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES

2.10.3.6 Termination/Discharge

In some cases, it may be necessary for the District to terminate the employment relationship with an employee. All employment with the District is “at-will,” and the District retains the right to terminate an employee at any time for any reason, or no reason, within the provision of the law.

2.10.4 Grounds for Disciplinary Action

The District will utilize disciplinary actions that best meet the needs of the situation. Nothing in this Manual implies that any District employee has a contractual right or guarantee to the job he, she, they perform. The Manual provisions are not intended to alter the relationship between the District as an employer, and an individual employee, as being one which is “at will,” terminable by either at any time for any reason.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that the District does not tolerate. These actions include, but are not limited to:

- *Engaging in acts of discrimination or harassment in the workplace;*
- *Possessing, distributing or being under the influence of un-prescribed drugs and intoxicants;*
- *Being under the influence of un-prescribed drugs or intoxicants at work, on District premises, or while engaged in District business;*
- *Unauthorized use of District property, equipment, devices or assets;*
- *Removing District property without prior authorization or disseminating District information without authorization;*
- *Falsification, misrepresentation or omission of information, documents or records;*
- *Lying;*
- *Insubordination or refusal to comply with directives;*
- *Failing to adequately perform job duties;*
- *Excessive or unexcused absenteeism or tardiness;*
- *Disclosing confidential or proprietary District information without permission;*
- *Illegal or violent activity;*
- *Falsifying injury reports or reasons for leave;*

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

- *Possessing unauthorized weapons on premises;*
- *Disregard for safety and security procedures;*
- *Disparaging or disrespecting supervisors and/or co-workers; and*
- *Any other action or conduct that is inconsistent with District policies, procedures, standards or expectations.*

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The District reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

2.11 Separation of Employment**2.11.1 Voluntary Termination**

The District recognizes that you as an employee may choose to terminate your employment with the District. If you elect to terminate your employment, we ask that you provide the District at least two (2) weeks advance written notice of departure. As noted previously, all employees of the District serve “at-will”, terminable either by the District or employee with or without cause.

2.11.2 Involuntary Termination

In some cases, it may be necessary for the District to involuntarily terminate the employment relationship with an employee. In accordance with the “at-will” status of District employees, the District retains the right to discharge any employee at any time for any reason, or no reason, with or without notice.

2.11.3 Reduction in Work Force/Layoff

From time to time it may be necessary for the District to reduce its staff due to operating conditions beyond its control. In such an event the District will make decisions on the basis of operating needs related to employee job functions and performance, and your Supervisor/District Administrator will speak to you personally about your employment status.

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES

2.11.4 Death

Payments owed to a deceased employee by the District will be paid out in the name of the employee, to the designated beneficiary on file.

2.11.5 Final Paycheck/General Process

Employees who terminate employment with the District will be given their final pay according to the regular pay schedule. If the payday is fewer than five days from the last day of work, the employer has up to 20 days to make final payment.

Employees terminated, laid-off, discharged are due wages within 24 hours of a written demand for payment.

- **Exception:** If an employee collected disbursed or handled money or property, the employer has 10 days after termination to audit and adjust accounts before paying final wages. Property includes items such as cell phones, computers and vehicles.
- **Payment Method:** Employees can specify how they wish to receive payment for their final wages. If you do not specify otherwise, the regular method of payment will be used.
- **FTO:** Upon separation from District employment, accrued and unused FTO will be paid as severance on your final check, up to a maximum of 360 hours.

Employees who terminate employment with the District will be required to:

- continue to work until the last scheduled day of employment, unless otherwise determined by the District Administrator;
- turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- return all files, documents, equipment, keys, access cards, software or other property belonging to the District that are in the employee's possession, custody or control, and turn in all passwords to Administrative Services Coordinator;
- repay any debts owed the District;
- participate in an exit interview as requested by the District Administrator or Administrative Services Coordinator.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.11.6 COBRA Continuation of Benefits**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment or who loses health and dental coverage due to a reduction in work hours may, as provided under applicable law, temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. The employee must elect continuation within 60 days of the qualifying event. For more information regarding COBRA health insurance benefits, see the Administrative Services Coordinator or Anoka County Employee Relations.

2.11.7 Exit Interview

The District may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect District property and discuss employment experiences with the District.

2.12 General Employment Practices**2.12.1 General Attendance**

The standard work week is 40 hours, beginning on Saturday and ending on Friday. The standard workday is 8:00 a.m. to 4:30 p.m., Monday through Friday. In general, the operations and standards of service in the District require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Regular attendance is an essential function of every District position.

2.12.2 Absence

If you are unable to report to work, or if you will arrive late, you must contact your Supervisor as soon as possible in advance of the absence. The Supervisor will, in turn, notify the Administrative Services Coordinator. In the case of unexpected absence, employees should call their Supervisor or the District Administrator before the scheduled start time. If the Supervisor or Administrator is not available, the Administrative Services Coordinator should be called. If all are unavailable, the employee must leave a message that includes

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

a telephone number where he/she/they can be reached. If you know in advance that you will need to be absent, please request time off, in advance, through the computerized payroll system. Failure to use established reporting process will be grounds for disciplinary action up to and including termination.

2.12.2.1 Unapproved Absence

Absence from work for three (3) consecutive days without notifying the employee's Supervisor or District Administrator may be considered voluntary resignation. This provision does not preclude the District from administering discipline for unexcused absences of less than three (3) days.

2.12.2.2 Illness Absence

If you are absent due to an illness for three (3) or more consecutive days, the District Administrator may request that you submit written documentation from your medical provider verifying the illness and stating you are able to resume normal work duties with or without restrictions before you will be allowed to return to work.

2.12.2.3 Excessive Absence

A consistent pattern of questionable absences can be considered excessive and may be cause for additional disciplinary action. In addition, excessive lateness or leaving early without notifying your Supervisor will be considered a "lateness pattern" and may carry the same weight as an absence. Be aware that poor punctuality, excessive absences, or leaving early may lead to disciplinary action up to and including discharge.

2.12.3 Breaks

Non-exempt employees are entitled to one paid rest period of fifteen (15) minutes in length during each four (4) hour period of work time. These two 15-minute break periods will be considered time worked for purposes of the computation of time. A 30-minute unpaid meal period is included in the workday.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.12.4 Dress Code**

An employee's personal appearance and hygiene is a reflection on the District's character. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their Supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress code. District staff shall not enforce the District's dress code more strictly against transgender and gender diverse employees than other employees.

2.12.5 Telecommuting/Working Remotely

Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a District-wide benefit, and it in no way changes the at-will nature of the employment or the other terms and conditions of employment with the District. Telecommuting will be permitted at the sole discretion of the District Administrator.

Short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. Working remotely may also be put into place in case of an emergency such as damage to the office making it not possible to work in the office, local or federal declaration (i.e., pandemic), etc. All telecommuting arrangements are made on a case-by-case basis, focusing on the business needs of the District first.

2.12.6 Emergency Closures

The District Administrator shall have the authority to close all or part of the District's operations during the normal work period for reasons including, but not limited to weather, safety, bomb threats, memorial services, or other situations as designated by the District Board.

Any employee who is on vacation leave, funeral leave or other approved leave when the emergency closing went into effect, is not allowed to change their leave

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

hours to administrative leave.

2.12.7 Expense Reports

Expense Report forms are to be submitted for legitimate business mileage and expenses incurred. Mileage rates are typically updated annually by the IRS, approved by the Board, and provided to staff. Expense Reports should be submitted at a minimum quarterly and at a maximum monthly. Staff are informed monthly of the due date of submittals.

2.12.8 Tuition Reimbursement

All requests for tuition reimbursement must be made prior to the class/training and will be considered on a case-by-case basis and require written approval by the District Administrator.

2.12.9 Lactation Policy

Breastfeeding employees who choose to continue providing their milk for their child(ren) after returning to work shall receive:

Milk Expression Breaks – Breastfeeding employees are allowed to breastfeed or express milk during work hours.

A Place to Express Milk – A private room is available for employees to breastfeed or express milk. The room is private and has an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's Supervisor. Expressed milk can be stored in the Break Room refrigerator or in employee's personal cooler.

Use of Break Times to Express Milk- When possible, employees should use break times to express milk. When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log in the room to negotiate milk expression times that are most convenient or best meet their needs.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.13 Whistleblower Protections**

An employee of the District who, in good faith, reports an activity that he/she/they considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate District management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her/their immediate supervisor, Administrative Services Coordinator or District Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the District's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with the Minnesota Government Data Practices Act, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she/they is being retaliated against must contact the Administrative Services Coordinator or District Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES****2.14 Social Media Policy**

The District uses social media to further the goals of the District and its Mission by reaching a broader audience through the internet and the way citizens and businesses and obtain information.

Social media will be used to broadcast and share the following information to the widest possible audience as quickly as possible: time-sensitive information, emergency-related information, information and engagement campaigns and District program activities.

Employees with administrative, posting, or commenting permissions will clearly identify themselves including name and title with the District, along with contact information where appropriate. Content shared concerning the District should be related to District programs, services, projects, issues, events and activities.

2.14.1 Restrictions

- Non-public and confidential information such as information related to coworkers, personnel data, medical information, claims, or lawsuits against the District shall never be shared.
- Posting and reposting information to third party sites will be limited to items relevant to the District.
- Personal Social Media Accounts: This policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-District information systems.
 - i. However, some such personal uses of District Social Media may reflect on the District or appear to represent District policy or to be on behalf of the District. In addition, accessing and using personal social media accounts by means of District information systems is subject to District policy. For these reasons, District employees are expected to comply with all District polices, as well as the following standards, when using personal social media accounts.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

- ii. District employees have no right to privacy with respect to their personal use of social media or personal social media accounts accessed by means of District information systems, or with respect to personal social media content so accessed. They should not expect or assume privacy or confidentiality with respect to any such personal social media use or social media content.
- iii. Employees should be mindful of the risks of electronic communication in relation to the Minnesota Government Data Practices Act which establishes that government data are public and are accessible by the public for both inspection and copying unless determined private.
- iv. Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the District, or represent the views of the District or any District officer or employee, unless the District Administrator or his designee granted express permission for that user to do so.
- v. If a District employee has not received such express permission, any user profile, biography, or posting on a personal social media account that identifies that person as a District employee must include a qualifying statement in substantially the following form: “The views I express on this site are my own and do not reflect any official view or position of the Coon Creek Watershed District.”
- vi. Employees should not comment on District postings on the District’s social media pages. We encourage employees to engage in social media by supporting the District’s pages through likes/shares/retweets.

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES**

Please see Policy 1.8.2 SOCIAL MEDIA/SOCIAL NETWORKING in the Policy & Procedure Manual for the District's complete policy.

2.15 Computer and Email Usage

The District may give employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure employees comply with this Policy, computer and email usage may be monitored.

The District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple devices according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

2.16 Internet Usage

The District may provide employees with Internet access to help them do their jobs. All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties, subject to the provisions of the Minnesota Government Data Practices Act. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The District reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent or received through our online connections or is stored in our computer systems.

The following are examples of some actions and activities that are prohibited, and which could result in corrective action up to and including dismissal:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the District's time and resources for personal gain

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES

- Stealing, using, or disclosing someone else’s code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information outside of the District
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the District or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the District’s image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Refusing to cooperate with a security investigation
- Jeopardizing the security of the District’s electronic communications systems
- Sending anonymous email messages
- Engaging in any other illegal activities

2.17 Recording Policy

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his, her or their full knowledge and consent.

No employee may record, by any means, a conversation with another employee(s) unless all of the following criteria are met:

- 1) A legitimate purpose for the recording.
- 2) A recording device is in plain view.
- 3) Written authorization from the supervisor of the employee who wishes to record the conversation.

Secret recordings are strictly prohibited unless authorized in writing by legal counsel. A violation of this provision may result in disciplinary action, including termination.

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 2 – EMPLOYMENT PRACTICES AND PROCEDURES

AUTHORIZATION

Reviews: 7/27/2023

Adopted: April 25, 2022

Amended:

COON CREEK WATERSHED DISTRICT
PERSONNEL GUIDANCE MANUAL
SECTION 6 – EMPLOYEE CONDUCT AND ETHICS

6. EMPLOYEE CONDUCT AND ETHICS

6.1 Expectations

The District expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination at the District's sole discretion.

6.1.1 What You Can Expect From the District

In an effort to achieve efficient and effective working relations between all employees, the District has established objectives:

- Select employees on the basis of skill, training experience, attitude, and character without regard to race, color, religion, national origin, gender, marital status, status with regard to public assistance, political affiliation, veteran status, disability, sexual orientation, age, or any other status protected by law, except as it pertains to bona fide occupational qualifications, as determined by applicable federal and Minnesota laws, executive orders, and administrative regulations;
- Respect individual rights, and treat all employees with courtesy, respect and consideration;
- Provide a safe and healthy work environment;
- Classify individuals with comparable duties and responsibilities equitably and compensate consistent with applicable law;
- Conduct periodic and regular salary and benefit surveys to ensure competitiveness;
- Provide flexible time off and holidays to all eligible employees;
- Promote employees or fill vacancies from within the District whenever practical; and
- Encourage an atmosphere in keeping with the mission and goals of the District.

COON CREEK WATERSHED DISTRICT
PERSONNEL GUIDANCE MANUAL
SECTION 6 – EMPLOYEE CONDUCT AND ETHICS

6.1.2 What The District Expects From You

We need your help to make each working day rewarding, enjoyable, and productive. To this end, we expect the following from you:

- Know your duties and how to do them promptly, correctly, and amiably;
- Cooperate with the Board of Managers, District Administrator, and coworkers to maintain a healthy working relationship, respect the position and responsibilities assigned to each individual;
- Keep the District Administrator or your supervisor abreast of internal and external issues affecting your program area or that may affect the District;
- Keep other staff informed of events or activities that may affect their program area and freely share information/data that could help other employees improve their performance;
- Understanding that everything you do, either directly or indirectly has the potential to affect the reputation of the entire organization; perform every task to the very best of your ability and in a professional manner;
- Seek out and accept opportunities for personal and professional development that will increase your job performance and ensure the District goals are achieved;
- Spend some self-directed time keeping informed on issues that may be directly or indirectly related to the District;
- Be flexible in your work routine, daily schedule, and willingness to accept direction to better fulfill your duties and responsibilities;
- Discuss any problem, situation or question with your Supervisor or the District Administrator; respectfully voice your opinions or disagreements to communicate the issue, not the frustration;
- **Show initiative;**
- Bring forth your ideas and suggestions that contribute to the improvement of the District. Don't assume we know; and,
- Help to ensure the safety and well-being of your coworkers; complete your tasks in a manner that does not compromise your safety or the safety of others.

COON CREEK WATERSHED DISTRICT
PERSONNEL GUIDANCE MANUAL
SECTION 6 – EMPLOYEE CONDUCT AND ETHICS

6.2 Outside Activities

6.2.1 Conflict of Interest and Business Ethics

It is the District's guidance that all employees avoid any conflict between their personal interests, secondary employers, and those of the District. The purpose of this guidance is to ensure that the District's integrity and reputation are not compromised.

The potential for conflicts of interest is lessened when individuals employed by the District regard the District as their primary employment responsibility.

The District will not permit outside employment that interferes with the performance of the employee's duties with the District or which represents a conflict of interest. The District will not change an employee's work hours to accommodate the scheduling of any outside employment.

No employee may solicit or accept gifts of significant value (i.e., in excess of \$50.00), lavish entertainment or benefits of major value from potential and actual customers, suppliers of the District. Special care must be taken to avoid even the impression of a conflict of interest.

6.2.2 Political Activities

District employees may participate in political or partisan activities of their choosing provided that such activities occur on their own time, separately and apart from their employment with the District.

6.3 Ethical Commitments

The District is committed to upholding our core values, including:

- Integrity
- Commitment to excellence
- Multicultural and intellectual diversity
- Respect for the dignity and rights of the individual; and
- Inclusion, transparency, freedom of expression and communication

The District is fully committed to these values in everything we do. All members

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 6 – EMPLOYEE CONDUCT AND ETHICS

of our staff are expected to fulfill ethical and other professional standards at all times.

6.4 Workplace Conduct

6.4.1 Overview

The District expects its employees to adhere to a standard of professional conduct and integrity within the office and outside the office when representing the District. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a District employee.

The following are essential job requirements for every position at District. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in the Personnel Guidance Manual as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate Supervisor.
- Maintain good attendance while meeting the goals set by an employee's Supervisor.

6.4.2 General Conduct Expectations

The District has the following general expectations with regards to your work conduct:

- You will treat all District employees, Board members, consultants, members of the public and others engaged in District business with dignity and respect and in accordance with District practices and

COON CREEK WATERSHED DISTRICT

PERSONNEL GUIDANCE MANUAL

SECTION 6 – EMPLOYEE CONDUCT AND ETHICS

- state and federal laws regarding discrimination and harassment;
- You will be regular and punctual in your attendance;
- You will obtain the approval of the District Administrator for the loan, sale, or transfer of District property;
- You will report any damage to District property to the appropriate Supervisor immediately;
- You will comply with applicable safety practices and requirements, such as the wearing of personal protective equipment and report all personal injuries incurred on the job;
- You will report your hours worked accurately;
- You will perform assigned work and follow reasonable requests of your Supervisor and the District Administrator;
- You will refrain from bringing gaming devices, intoxicants, **cannabis**, controlled substances, explosives, firearms, or other weapons to District property; and,
- You will follow all federal state and local laws and ordinances while conducting District business.

6.4.3 Unacceptable Conduct

Example of unacceptable conduct include, but are not limited to:

- Conduct unbecoming an employee, which is illegal, unethical, disrespectful, or otherwise, impairs job performance or causes discredit to the organization;
- Failure to follow lawful instructions of a supervisor;
- Completing another employee's time records;
- Violation of District safety rules and guidelines;
- Unauthorized use of a District credit card for personal expenses, even if reimbursed;
- Deception in securing employment;
- Falsification of organization records;
- Unauthorized or excessive absences, tardiness or abuse of leave privileges;
- Unauthorized duplication of computer software;
- Unauthorized distribution of confidential information, including litigation records;
- Unauthorized release or destruction of government data protected under the Minnesota Government Data Practices Act;

COON CREEK WATERSHED DISTRICT**PERSONNEL GUIDANCE MANUAL****SECTION 6 – EMPLOYEE CONDUCT AND ETHICS**

- Performing extensive personal work during work hours;
- Personal possession or use of **cannabis or** controlled substances on the District property or while engaged in District business;
- **Use, distribution, sale or transfer of cannabis, controlled substances or paraphernalia while on District property or while engaged in District business;**
- **Impairment while on District property or while engaged in District business as the result of use of cannabis or controlled substances;**
- Gambling or possessing unauthorized or illegal gaming devices on District property;
- Possession of firearms, explosives or other weapons on District property at any time without proper authorization, and;
- Willful or careless destruction or damage to the District's assets or to the equipment or possessions of another employee.

The above list is not intended to cover every situation that may arise but merely to identify areas of special concern. An employee's failure to meet these expectations may result in discipline, up to and including immediate termination.

AUTHORIZATION

Reviews: 7/27/2023

Adopted: April 25, 2022

Amended:

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: August 14, 2023
AGENDA NUMBER: 11
ITEM: 2154 141st Ln Pond Excavation

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-055 2154 141st Ln Pond Excavation.

RECOMMENDATION

To approve Permit Application Number P-23-055 with 2 conditions and 0 stipulations, as stated in the Application Review Report dated 8/11/2023.

ATTACHED

Application Review Report for Permit Application Number P-23-055

Permit Application Review Report
Date: 08/11/2023

Applicant/Landowner:
Amy Thompson-Nauman
2154 141st Ln NE
Ham Lake, MN 55304-6828

Contact:
Same as applicant

Project Name: 2154 141st Ln Pond Excavation

Project PAN: P-23-055

Project Purpose: excavation of a pond in an existing wetland

Project Location: 2154 141ST LN NE, Ham Lake

Site Size: size of parcel - 1.38 acres; size of disturbed area - 0.10 acres

Applicable District Rule(s): Rule 2, Rule 4, Rule 5

Recommendation: Approve with 2 Conditions and 0 Stipulations

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,050.00.

Soils and Erosion Control (Rule 4)

2. Provide an erosion and sediment control plan that includes the following:
 - a. A note that soils and soil stockpiles will be stabilized within 24 hours of inactivity.
 - b. Note the locations of erosion control devices including perimeter control and construction entrance.
 - c. A note that erosion control devices will be repaired and maintained throughout the project.
 - d. A note that road surfaces where sediment is transported will be cleaned by the end of the day.
 - e. Provide details for erosion and sediment control devices.
 - f. Provide a construction schedule and placement of erosion control devices.

Stipulations: None

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Soils Removal Email	Amy Thompson	07/14/2023	07/14/2023
Easement Figure	Acre Land Surveying	10/29/2012	06/30/2023
Project Narrative	Amy Thompson		06/30/2023

Findings

Description: The project proposes the excavation of a Type 2 wetland an additional 4-6 feet to create a pond. This work qualifies for a No-loss under the Wetland Conservation Act, as excavation in a Type 2 wetland is not considered an impact and the proposed depth of the excavation will not

convert the wetland to a non-wetland deep water habitat. The site drains north toward Coon Creek and is in the Ditch 59 subwatershed.



Figure 1. Site Plan

Fees and Escrows (Rule 2.7): The applicant has submitted a \$760.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), and a single-family home project type (\$750.00). The applicant will be required to submit a performance escrow in the amount of \$2,050.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (0.10 acres of disturbance proposed).

Stormwater Management (Rule 3.0):

The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains toward Coon Creek. The soils affected by the project include Isanti, Lino and Zimmerman, which have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The erosion control plan does not meet District Requirements because erosion control devices are not shown on plans, exposed soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity, roads are not proposed to be cleaned of transported sediment, a construction schedule has not been provided, and details for erosion control devices have not been provided.

Wetlands (Rule 5.0)

Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating or otherwise altering the hydrology of a wetland. The proposed excavation does not result in impact to the wetland. A No-loss application has not been submitted but meets criteria consistent with the Wetland Conservation Act.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

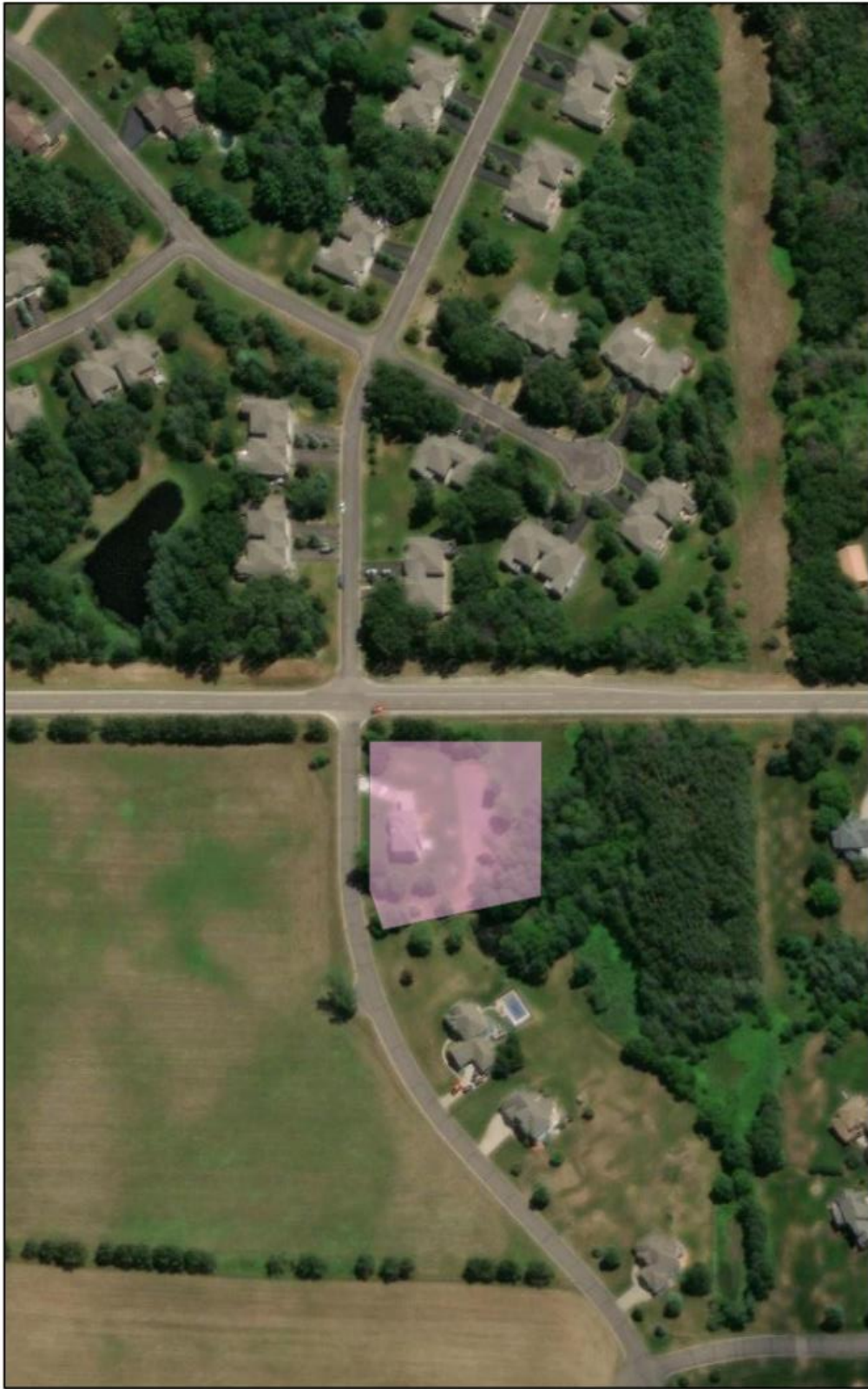
Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

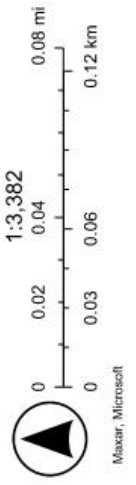
VariANCES (Rule 10.2)

The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P-22-055



7/24/2023



COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: August 14, 2023
AGENDA NUMBER: 12
ITEM: Apex Pond Enhancement Project

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-057 Apex Pond Enhancement Project.

RECOMMENDATION

To approve Permit Application Number P-23-057 with 2 conditions and 0 stipulations, as stated in the Application Review Report dated 8/11/2023.

ATTACHED

Application Review Report for Permit Application Number P-23-057

Permit Application Review Report
Date: 08/11/2023

Applicant/Landowner:

City of Fridley
Attn: Touyia Lee
7071 University Ave NE
Fridley, MN 55432

Contact:

Same as applicant

Project Name: Apex Pond Enhancement Project

Project PAN: P-23-057

Project Purpose: Dredge Apex Pond of sediment and debris and excavate to increase water quality storage.

Project Location: Apex Pond near Riverview Heights Park, 600 Buffalo St NE, City of Fridley

Site Size: size of parcel - 0.78 acres; size of disturbed area - 0.78 acres

Applicable District Rule(s): Rule 2, Rule 4, Rule 6

Recommendation: Approve with 2 Conditions and 0 Stipulations

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,390.00.

Soils and Erosion Control (Rule 4)

2. Update the Erosion and Sediment Control Plan to include the following:
 - a. A note that soils and soil stockpiles will be stabilized within 7 days of inactivity.
 - b. Show construction entrance on plans.

Stipulations: None

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Permit Application	City of Fridley	07/07/2023	07/07/2023
Construction Plans	City of Fridley	06/30/2023	07/10/2023

Findings

Description:

The City of Fridley is proposing to excavate sediment and debris that has accumulated in the Apex Pond located at 600 Buffalo St NE. They are also planning to excavate to increase the water quality volume storage. The dredge material is proposed to be removed from the site. The project is in the Springbrook Creek subwatershed.

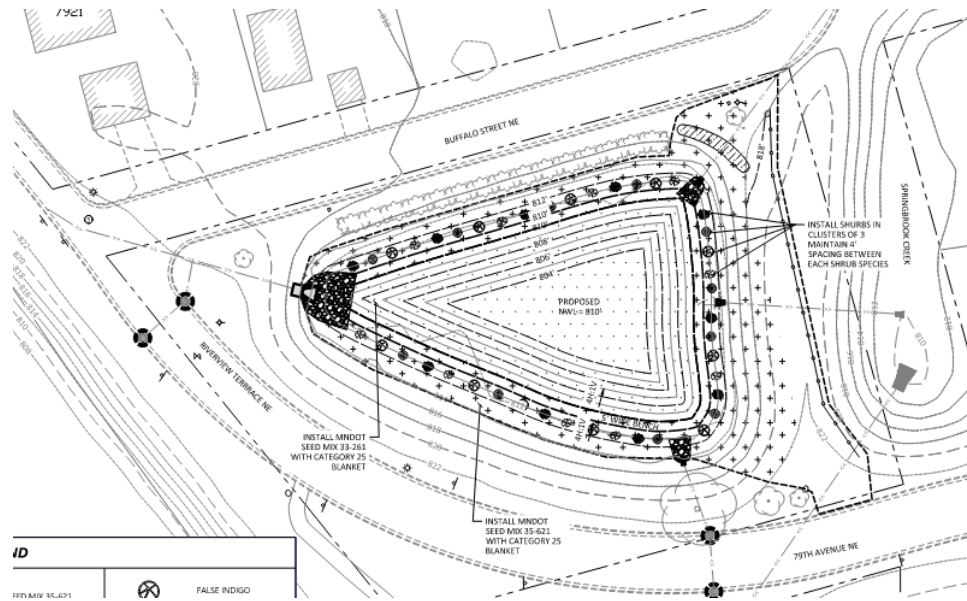


Figure 1. Site Plan

Fees and Escrows (Rule 2.7):

The applicant is a government agency and is therefore exempt from an application fee or a review and inspection fee deposit. The applicant will be required to submit a performance escrow in the amount of \$2,390.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (0.78 acres of disturbance proposed).

Stormwater Management (Rule 3.0):

The proposed project does not create a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface, or 5,000 sf or more of new or fully reconstructed impervious surface for non-residential or multifamily residential within one mile of and draining to an impaired water. The proposed project is not a public linear project where the sum of the new and fully reconstructed impervious surface is equal to one or more acres. Stormwater Management standards do not apply.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it includes land disturbing activities of more than 5,000 square feet and within 50 feet of and draining to a waterbody.

The proposed project drains to Springbrook Creek. The soils affected by the project include Urban and do not have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes silt fence, rip rap, and inlet protection. The erosion control plan does not meet District requirements because it does not show construction entrance on plans and soils and soil stockpiles are not proposed to be stabilized within 7 days of inactivity.

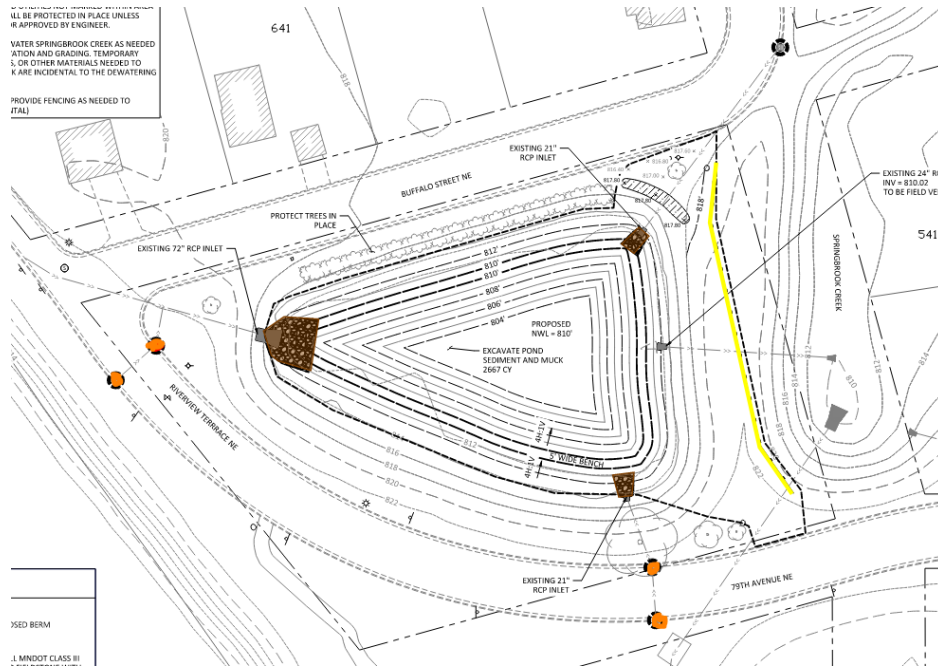


Figure 2. Erosion and Sediment Control Plan

Wetlands (Rule 5.0)

The proposed project does not include activities which result in the filling, draining, excavating, or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

Rule 6.0 applies to the proposed project because it includes land disturbing activities within the boundary of the 100-year flood elevation as mapped and modeled by the District. The project does not propose to place fill within the floodplain, therefore Rule 6.0 is considered met.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variances (Rule 10.2)

The proposed project does not request a variance from the District’s rules, regulations, and policies. Rule 10.2 does not apply.

P23-057



7/25/2023

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: August 14, 2023
AGENDA NUMBER: 13
ITEM: Cedarwood

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-054 Cedarwood.

RECOMMENDATION

To approve Permit Application Number P-23-054 with 3 conditions and 3 stipulations, as stated in the Application Review Report dated 8/11/2023.

ATTACHED

Application Review Report for Permit Application Number P-23-054

Permit Application Review Report
Date: 8/11/2023

Applicant/Landowner:
Value Homes LLC
Attn: Eric Ollestad
12301 Central Ave NE Suite 101
Blaine, MN 55434

Contact:
Demarc
Attn: Jeff Prasch
7601 73rd Ave N
Minneapolis, MN 55428

Project Name: Cedarwood

Project PAN: P-23-054

Project Purpose: Construction of an 8-unit townhome complex, parking, and stormwater treatment features

Project Location: 9730 University Ave NW, Coon Rapids

Site Size: size of parcel - 0.93 acres; size of disturbed area - 0.93 acres; size of regulated impervious surface - 0.48

Applicable District Rule(s): Rule 2, Rule 3, Rule 4

Recommendation: Approve with 3 Conditions and 3 Stipulations

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,465.00.

Stormwater Management (Rules 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.

Soils and Erosion Control (Rule 4)

3. Update the erosion and sediment control plan to include the following:
 - a. A note that soils and soil stockpiles will be stabilized within 7 days of inactivity.
 - b. Completely surround the infiltration basins with perimeter control to prevent compaction during construction.
 - c. A note that streets will be cleaned where sediment is transported by the end of the day.

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. Completion of post construction infiltration tests on Infiltration Basins A and B 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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Soil Boring Logs	Demarc Land Surveying & Engineering	08/01/2023	08/02/2023
Construction Plans	Demarc Land Surveying & Engineering	08/01/2023	08/02/2023
Stormwater Management Plan	Demarc Land Surveying & Engineering	08/01/2023	08/02/2023

Findings

Description: The project proposes the construction of a new 8-unit townhome complex with parking and associated infiltration basins on a 0.91-acre parcel. The project will create 0.44 acres of regulated impervious. The site drains west and ultimately to Pleasure Creek.

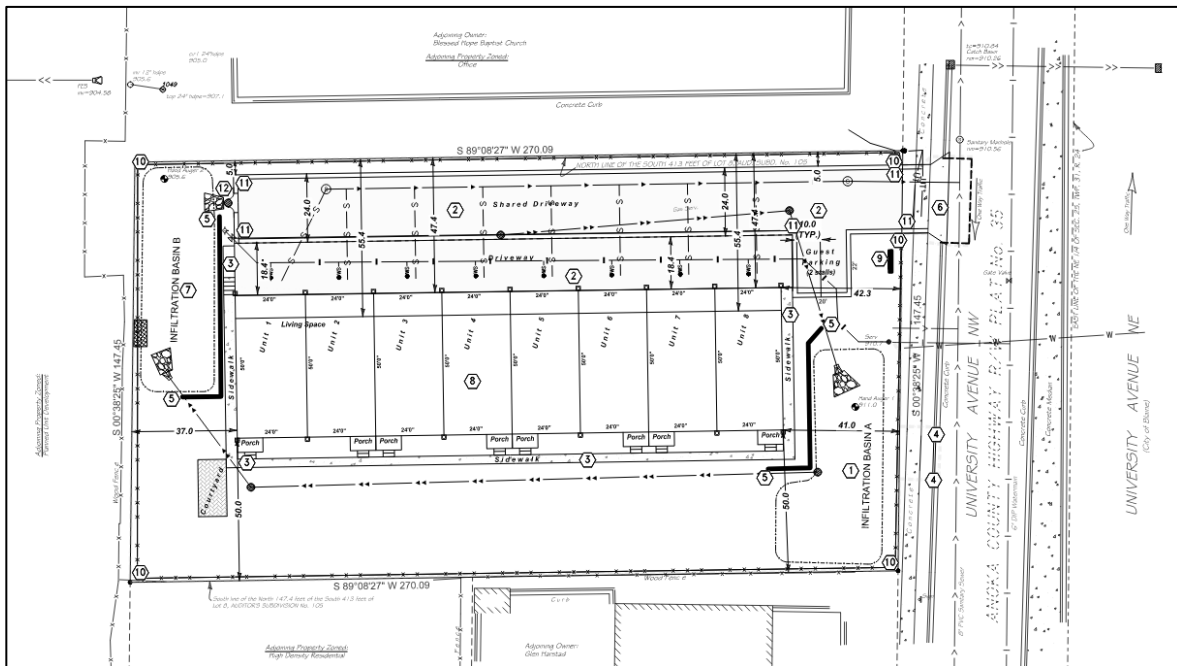


Figure 1. Site Plan

Fees and Escrows (Rule 2.7): The applicant has submitted a \$7,010.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10.00), base fee for a Single Family/Multifamily Residential Development project of 0.91 acres (\$7,000.00). The applicant will be required to submit a performance escrow in the amount of \$2,465.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.93 acres of land disturbance proposed).

Stormwater Management (Rule 3.0): Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG A. The proposed project incorporates soil amendments in accordance with District guidelines.

Rate Control: Peak stormwater flow rate at the Infiltration B discharge point increases from the pre-development condition for the 24-hour precipitation event with a return frequency of 100- years as shown in Table 1. Infiltration Basin A is routed to Infiltration Basin B and both discharge from the Infiltration Basin Point of Discharge. The rate increase has been reviewed and no negative impacts are expected.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
DP 4	0	0	0	0	0	0
DP 3	0.06	0	0.09	0	0.44	0.03
Infiltration Basin B	0	0	0	0	0.77	0.83

Table 1.

Volume Control:

The application proposes redevelopment which disturbs more than 50% of the site or reconstructs more than 50% of the existing impervious surface, therefore the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface including existing impervious surface that is not proposed to be reconstructed. The amount of proposed impervious required to be treated is 21,216 ft².

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
Infiltration B	10,379	Infiltration Basin B	1	951	3,684
Infiltration A	10,837	Infiltration Basin A	1	993	4,468
Totals:	21,216			1,944	8,152

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
Rain Guardian Turret	Rain Guardian	80
CB2	Catch Basin Sump	80

Table 3.

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project meets pretreatment requirements as shown in Table 3.

The volume control standard has been met as shown in Table 2.

Water Quality:

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided (%)
Infiltration Basin B (Includes Infiltration Basin A)	100

Table 4.

Discharge points DP 3 and DP 4 do not include any impervious surface; therefore, those discharge

points are not required to meet the TSS removal standard. The TSS removal standard is met at each required discharge point as shown in Table 4.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project includes buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 903.3 MSL. The applicable 100-year high water level is at 908.97 MSL and the applicable emergency overflow is at 909 MSL. The applicant has provided Darcy's Law calculations which demonstrate that the 100-year high water levels will not impact the structure.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Easements: All required maintenance easements have been provided on the plans.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Pleasure Creek. The soils affected by the project are Sartell. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes silt fence, rock construction entrance, bio logs, and inlet protection. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 7 days of inactivity, infiltration basins are not surrounded by perimeter control to prevent compaction during construction, and street sweeping is not proposed.

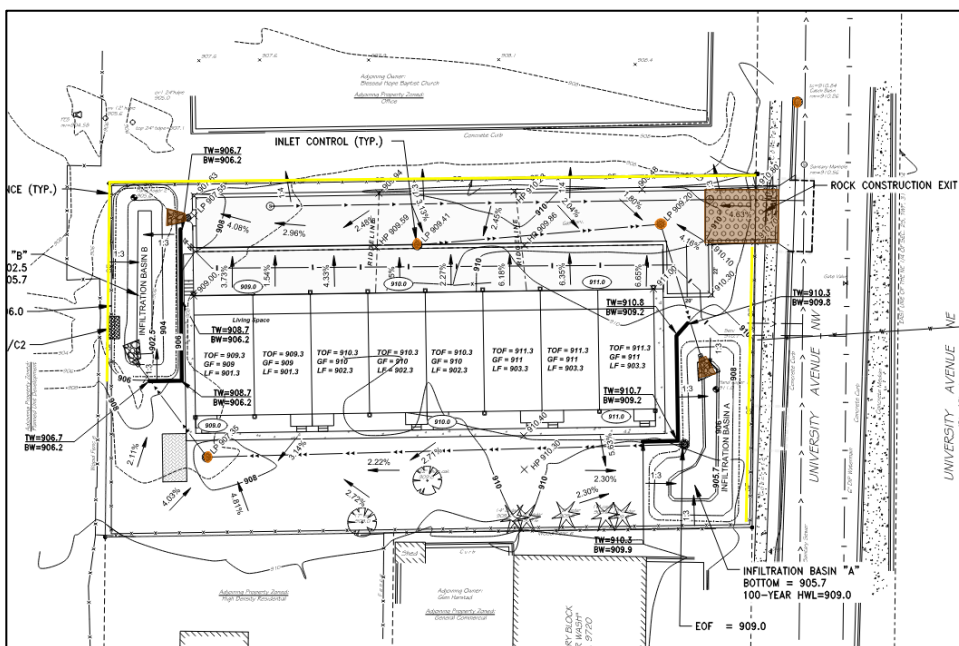


Figure 2. Erosion and Sediment Control Plan

Wetlands (Rule 5.0)

The proposed project does not include activities which result in the filling, draining, excavating, or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variances (Rule 10.2)

The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P-23-054



8/4/2023

1:3,382

0 0.02 0.04 0.06 0.08 mi

0 0.03 0.06 0.12 km

Maxar, Microsoft, Esri, Community Maps Contributors, Metropolitan Council, MetroGIS, Three Rivers Park District, © OpenStreetMap, Microsoft, Esri.

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: August 14, 2023
AGENDA NUMBER: 14
ITEM: Lawrence Estates 2nd Addition

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-053 LAWRENCE ESTATES SECOND ADDITION.

RECOMMENDATION

To approve Permit Application Number P-23-053 with 4 conditions and 2 stipulations, as stated in the Application Review Report dated 8/11/2023.

ATTACHED

Application Review Report for Permit Application Number P-23-053

Permit Application Review Report
Date: 8/11/2023

Applicant/Landowner:
Joann Lawrence
2477 Main Street NW
Coon Rapids, MN 55448

Contact:
Hakanson Anderson
Attn: Craig Jochum
3601 Thurston Avenue
Anoka, MN 55303

Project Name: Lawrence Estates 2nd Addition

Project PAN: P-23-053

Project Purpose: 4 single family lot development with associated stormwater treatment features

Project Location: Verdin Street between 129th Avenue and 129th Lane, Coon Rapids

Site Size: size of parcel - 3.49 acres; size of disturbed area - 1.3 acres; size of regulated impervious surface - 0.3 acres

Applicable District Rule(s): Rule 2, Rule 3, Rule 4

Recommendation: Approve with 4 Conditions and 2 Stipulations

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,650.00.

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. Raise low floors to meet the District's requirement of at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow.

Erosion and Sediment Control (Rule 4)

4. After initial grading, completely surround the infiltration basin with perimeter control to prevent compaction during construction.

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. Completion of a post construction infiltration test on the infiltration basin 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.
2. 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.

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
SWPPP	Hakanson Anderson	undated	07/24/2023
Stormwater Management Plan	Hakanson Anderson	07/22/2023	07/24/2023
Geotechnical Report	Independent Testing Technologies	07/05/2023	07/10/2023
Construction Plans	Hakanson Anderson	06/27/2023	07/10/2023

Findings

Description: The project proposes the construction of a new 4 lot single family development and associated infiltration basin. The parcel is 3.49 acres. This project will disturb 1.3 acres and create 0.3 acres of new impervious. The parcel drains south towards Coon Creek and is in the County Ditch 57 subwatershed.

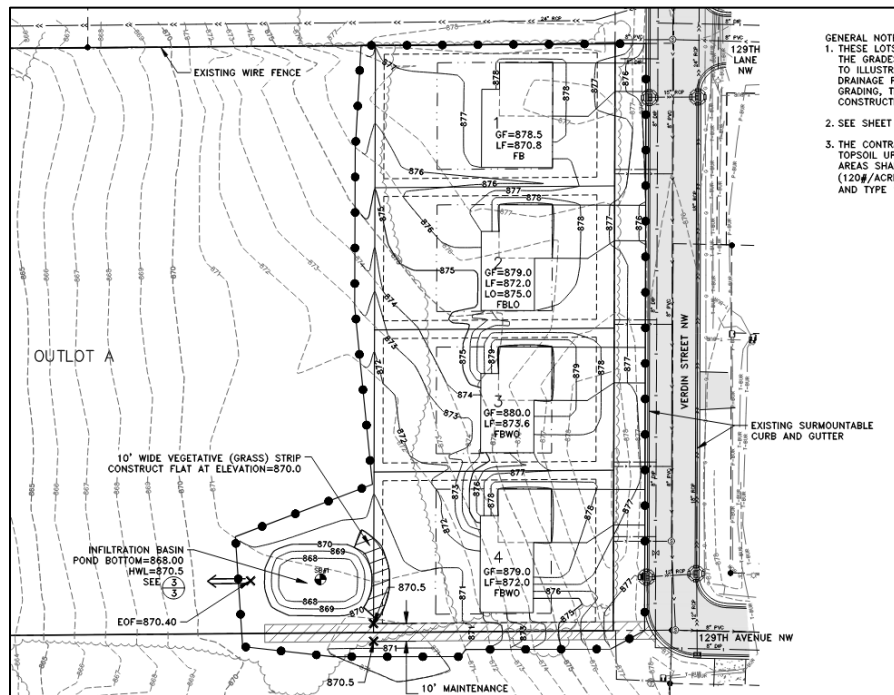


Figure 1. Site Plan

Fees and Escrows (Rule 2.7): The applicant has submitted a \$7,010.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), Single Family/Multifamily Residential Development project of <10 acres (\$7,000). The applicant will be required to submit a performance escrow in the amount of \$2650.0. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (1.3 acres of land disturbance proposed).

Stormwater Management (Rule 3.0): Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG B. Curve Numbers have been shifted down one classification to account for the impacts of grading on soil structure.

Rate Control: Peak stormwater flow rate at one point of discharge increases from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100-years as shown in Table 1. Point of Discharge R1 discharges to City storm sewer. The increase is

minimal, and the City of Coon Rapids has approved this increase. The project will not impact Drainage Sensitive Use areas. The rate control standard is not met but has been met to the maximum extent practicable.

Point of Discharge	2-year (cfs)		10-year (cfs)		25-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
P1	3.37	3.06	10.23	9.8	16.57	15.82	29.32	28.59
R1	7.6	7.9	13.4	13.9	18.4	19	28	28.8

Table 1.

Volume Control: The proposed project is new development; therefore, the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface. The amount of proposed impervious required to be treated is 13,515 ft².

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
P1	8,320	Infiltration Basin	1	763	4,181
R1	5,184	-	-	475	0
Totals:	13,515			1,239	4,181

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
Overland Flow	Overland Flow	80

Table 3.

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project meets pretreatment requirements as shown in Table 3.

The volume reduction requirements are not met as shown in Table 2. Drainage area R1 cannot reasonably be routed to the onsite infiltration basin due to the necessary grading of the front yards and driveways. Because of this, and because the total required water quality volume is provided in aggregate, the volume control standard is considered met to the maximum extent practicable.

Water Quality:

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided
R1	0
P1	80

Table 4.

The TSS removal standard is not met at each discharge point as shown in Table 4. The R1 drainage area is not able to be routed to the onsite infiltration system. The water quality standard is met to the maximum extent practicable.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is new development including buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 872 ft MSL. The 100-yr high water level is 870.9 ft MSL. The applicable emergency overflow is at 870.4 ft MSL. The freeboard requirement is not met.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Coon Creek. The soils affected by the project include Zimmerman, Duelm, Rifle. Disturbed areas are proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes silt fence, inlet protection, and street sweeping. The erosion control plan does not meet District Requirements because the infiltration basin is not surrounded by perimeter control to prevent compaction during construction.

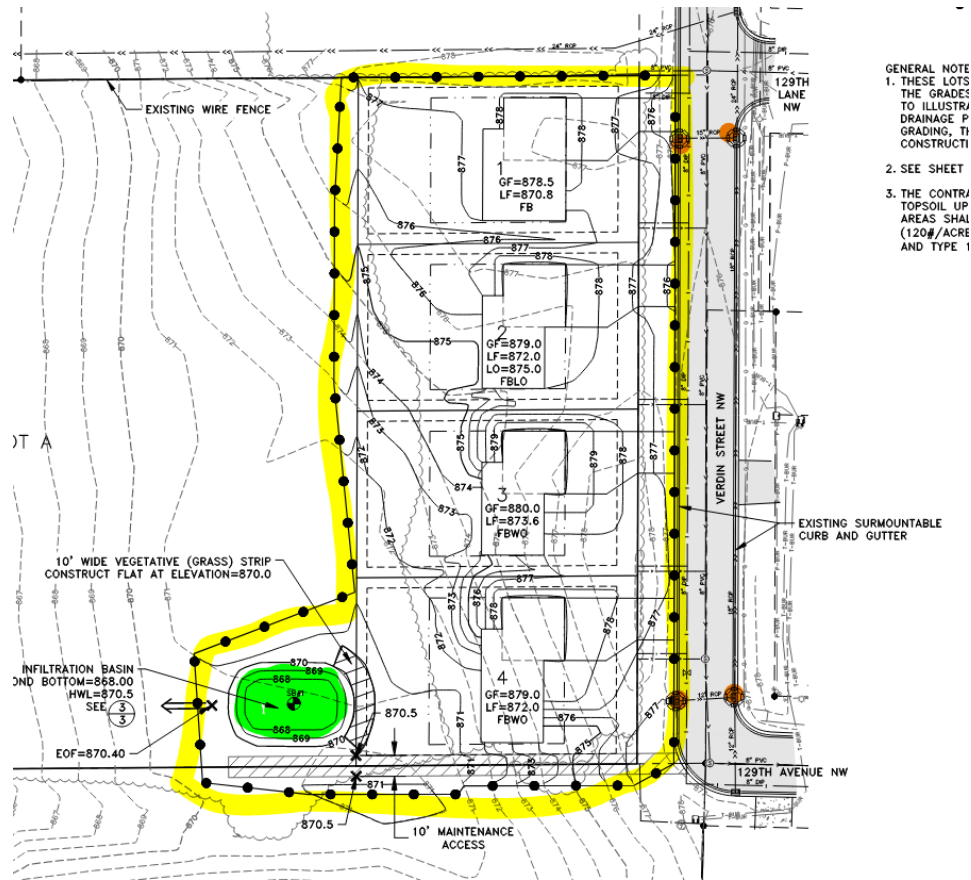


Figure 2. Erosion and Sediment Control Plan

Wetlands (Rule 5.0)

Wetlands exist on site, but no impacts are proposed. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

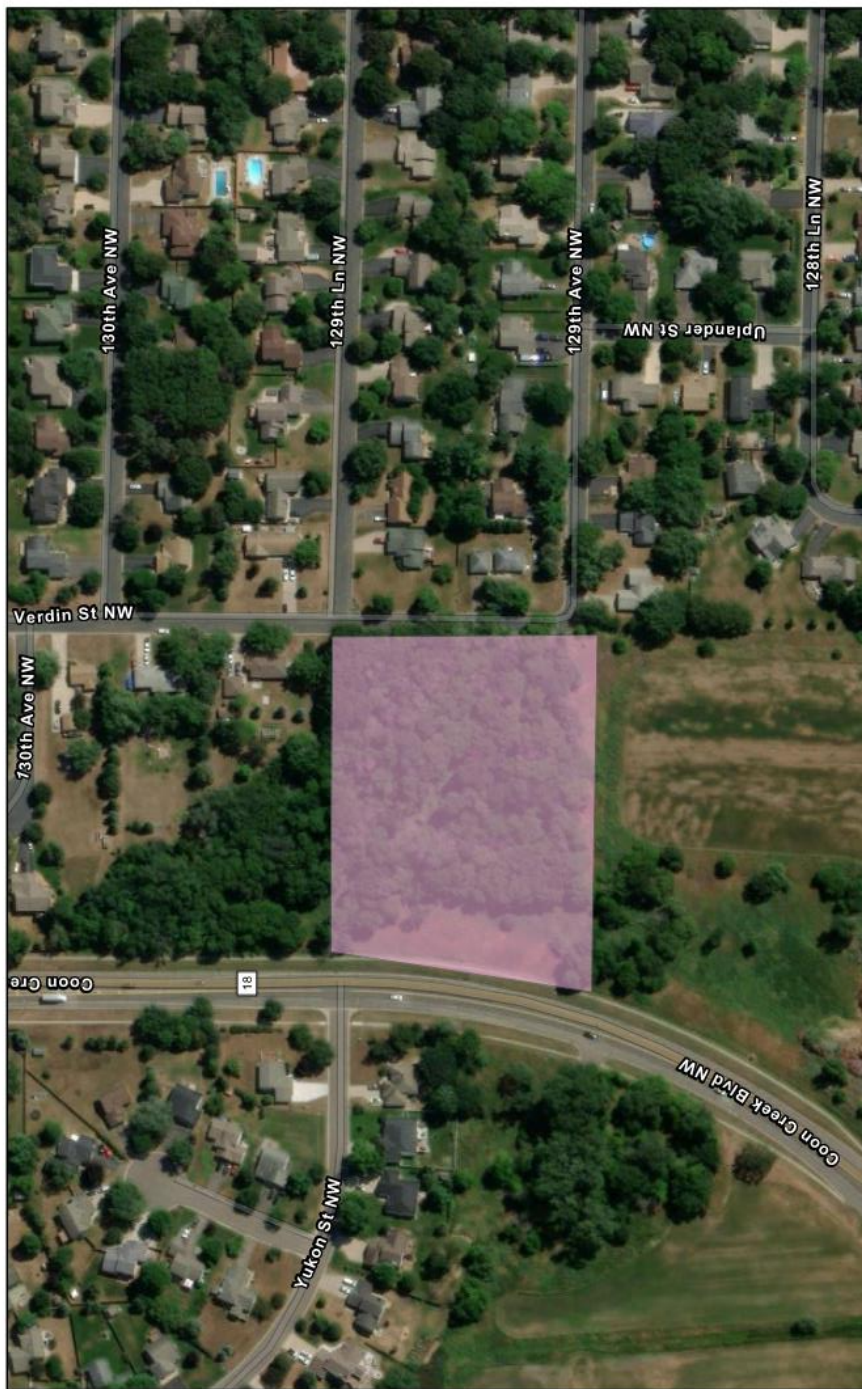
Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variances (Rule 10.2)

The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P-23-053



7/31/2023

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: August 14, 2023
AGENDA NUMBER: 15
ITEM: Valvoline - Blaine, MN

AGENDA: Permit

BACKGROUND/DISCUSSION

The purpose of this agenda item is for the Board to review, discuss, and consider approving Permit Application Number P-23-049 Valvoline - Blaine, MN.

RECOMMENDATION

To approve Permit Application Number P-23-049 with 3 conditions and 3 stipulations, as stated in the Application Review Report dated 8/11/2023.

ATTACHED

Application Review Report for Permit Application Number P-23-049

Permit Application Review Report
Date: 08/11/2023

Applicant/Landowner:

KLC Holdings LLC
Attn: Wendi Lawson
4609 33RD AVE S STE 400
Fargo, ND 58104

Contact:

CESO, Inc.
Attn: Matt Yanda
175 Montrose West Ave. Ste. 400
Akron, OH 44321

Project Name: Valvoline - Blaine, MN

Project PAN: P-23-049

Project Purpose: Redevelopment of an existing parcel into a Valvoline Instant Oil Change with associated stormwater features.

Project Location: 10857 University Ave NE, Blaine, MN 55434

Site Size: size of parcel - 0.82 acres; size of disturbed area - 0.82 acres; size of total regulated impervious - 0.44 acres

Applicable District Rule(s): Rule 2, Rule 3, Rule 4

Recommendation: Approve with 3 Conditions and 3 Stipulations

Conditions to be Met Before Permit Issuance:

Procedural Requirements (Rule 2.7)

1. Submittal of a performance escrow in the amount of \$2,410.00

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.

Soils and Erosion Control (Rule 4)

3. Update the erosion and sediment control plan to include a note that soils and soil stockpiles will be stabilized within 7 days of inactivity.

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

Exhibits:

Exhibit Type	Exhibit Author	Signature Date	Received Date
Geotechnical Engineering Exploration & Analysis	Giles Engineering Associates	11/02/2022	05/23/2023
Construction Plans	CESO	07/18/2023	07/20/2023
Stormwater Management Report	CESO	07/18/2023	07/20/2023

Findings

Description:

The project proposes the redevelopment of an existing parcel to construct a Valvoline Instant Oil Change with associated underground stormwater treatment system. The parcel is 0.82 acres with 0.58 acres of existing impervious. The project will reconstruct and treat 0.44 acres of impervious. The site drains to Lower Coon Creek.

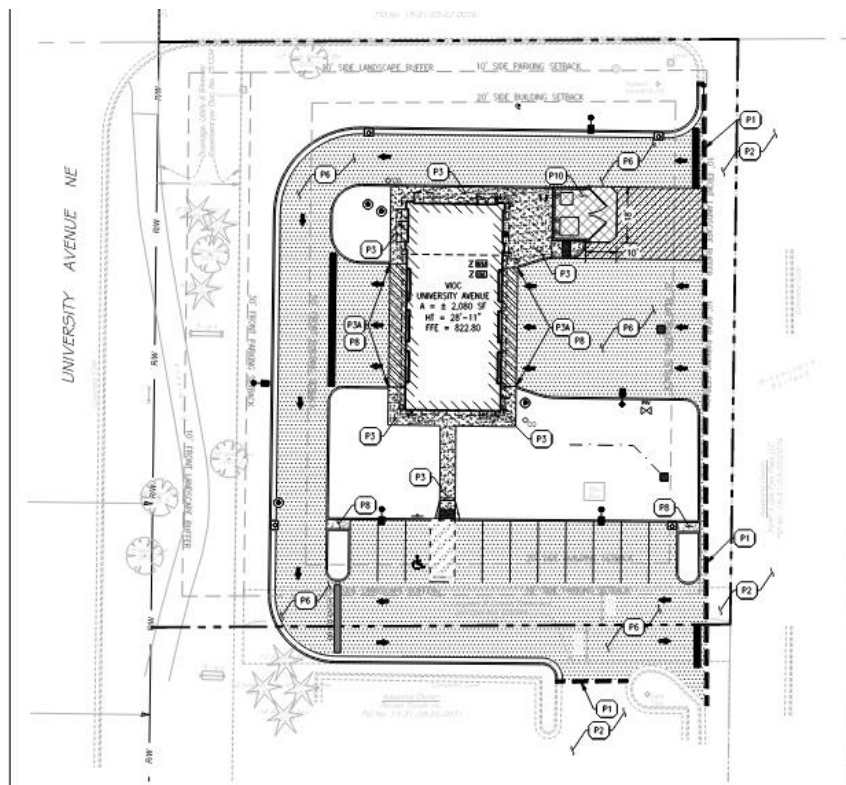


Figure 1. Site Plan

Fees and Escrows (Rule 2.7):

The applicant has submitted a \$3,310.00 application fee and deposit which corresponds with the nonrefundable application fee (\$10), project type of <2 acres (\$3,300.00). The applicant will be required to submit a performance escrow in the amount of \$2,410.00. This corresponds to a base escrow of \$2,000, plus an additional \$500 per acre of disturbance (0.82 acres of disturbance proposed).

Stormwater Management (Rule 3.0):

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG A. Curve Numbers have been shifted down a 1/2 classification to account for the impacts of grading on soil structure.

Rate Control: Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100- years as shown in Table 1. The rate control standard is met.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
DA-1	2.02	0.013	30.3	0.13	5.22	0.13

Table 1.

Volume Control: The application proposes redevelopment which disturbs more than 50% of the site or reconstructs more than 50% of the existing impervious surface, therefore the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface including existing impervious surface that is not proposed to be reconstructed. The amount of proposed impervious required to be treated is 19,297 ft².

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft ²)	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft ³)	Water Quality Volume Provided (ft ³)
DA-1	19,297	UG Infiltration	1	1,769	6,919

Table 2.

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
UG Infiltration System	Isolator Row	81

Table 3.

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project meets pretreatment requirements as shown in Table 3.

The volume control standard has been met as shown in Table 2.

Water Quality: Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided
DA-1	100

Table 4.

The TSS removal standard is met at each discharge point as shown in Table 4.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is new development including buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 822.8 MSL. The applicable 100-year high water level is at 818.0 MSL and the applicable emergency overflow is at 821.2 MSL. The freeboard requirement is met.

Maintenance:

Easements: Maintenance easements for all stormwater management practices have been provided on the plans.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

Soils and Erosion Control (Rule 4.0)

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Lower Coon Creek. The soil affected by the project includes Sartell. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes silt fence, inlet protection, street sweeping, and rock construction entrance. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 7 days of inactivity.

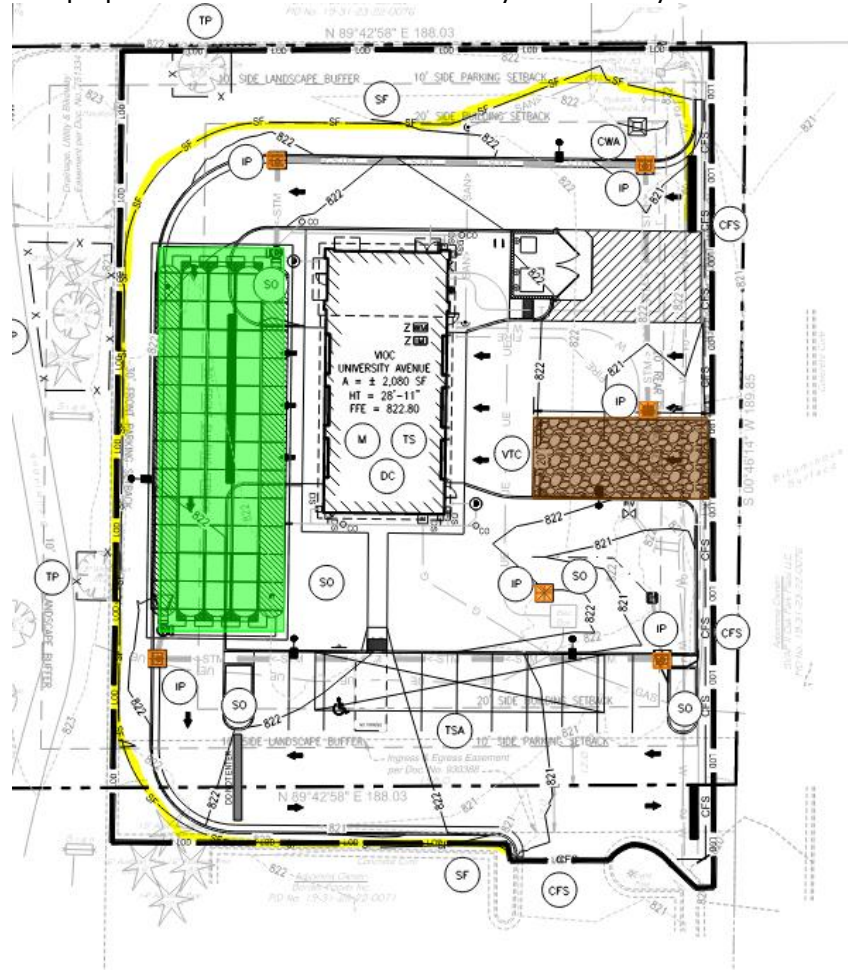


Figure 2. Erosion and Sediment Control Plan

Wetlands (Rule 5.0)

The proposed project does not include activities which result in the filling, draining, excavating, or otherwise altering the hydrology of a wetland. Rule 5.0 does not apply.

Floodplain (Rule 6.0)

The proposed project does not include land disturbing activities within the floodplain as mapped and modeled by the District. Rule 6.0 does not apply.

Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)

The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. The proposed project does not include land disturbing activities which

involve a pipeline or utility crossing of a creek, public ditch, or major watercourse.

The proposed project does not include land disturbing activities which construct, improve, repair or alter the hydraulic characteristics of a conveyance system that extends across two or more parcels of record not under common ownership and has a drainage area of 200 acres or greater. Rule 7.0 does not apply.

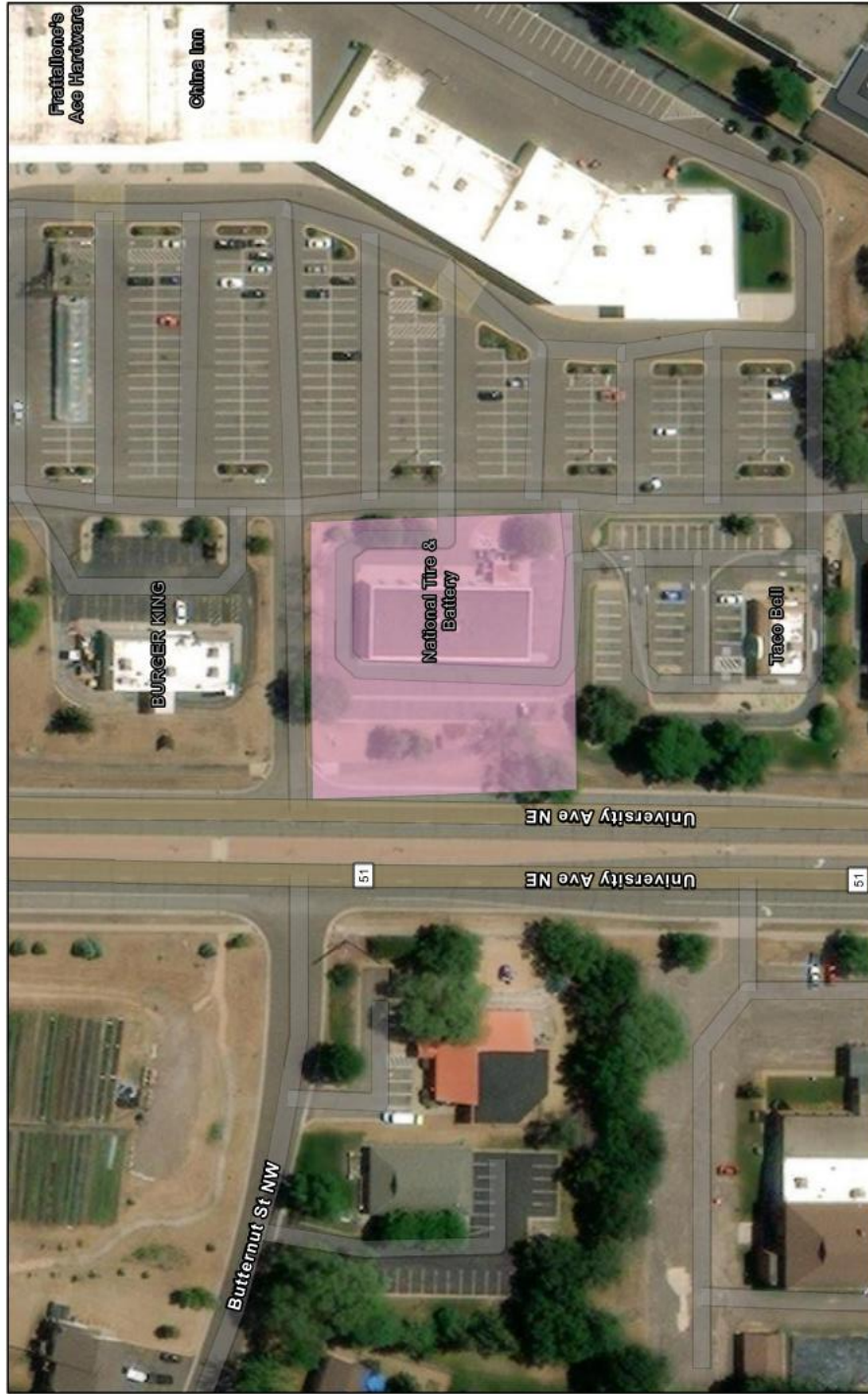
Buffers (Rule 8.0)

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

Variations (Rule 10.2)

The proposed project does not request a variance from the District's rules, regulations, and policies. Rule 10.2 does not apply.

P-23-049



8/2/2023

1:1,691
0 0.01 0.02 0.03 0.04 mi
0 0.01 0.02 0.03 0.06 km
Maxar, Microsoft, Esri Community Maps Contributors, Metropolitan Council, MetroGIS, Three Rivers Park District, © OpenStreetMap, Microsoft, Esri,

MINNPOST Nonprofit, independent journalism. Supported by readers.

News **Greater Minnesota**

Cities like Moorhead are planning for more extreme weather. Lawmakers approved \$100 million to help

A small MPCA grant program is undergoing a massive expansion. It's one of the biggest environmental and climate initiatives at the Legislature this year, and will help local and tribal governments prepare for increasingly extreme weather.

By [Walker Orenstein](#) | Staff Writer



Moorhead recently completed research to model flooding in a changing climate, thanks to a \$75,000 grant from the Minnesota Pollution Control Agency.

MinnPost photo by Walker Orenstein

Aug. 7, 2023 In a city known for flooding in the spring, when melting snow swells the

Red River, Moorhead’s engineer Bob Zimmerman has been studying what he calls “the other kind of flood” — the kind that results from intense rainstorms.

This kind of storm, he said, would soak Moorhead with several inches of rain, potentially overwhelming the capacity of a stormwater system, flooding streets and damaging homes, public buildings and sewage infrastructure.

The city has faced some big storms in the last several decades, but climate science suggests extreme rains will become more common. That’s why Moorhead recently completed research to model flooding in a changing climate, thanks to a \$75,000 grant from the Minnesota Pollution Control Agency.

Soon, many more local and tribal governments could get money from the state to prepare for increasingly extreme weather. The small MPCA grant program focused on climate resilience is undergoing a massive expansion. Minnesota lawmakers this year approved \$100 million for water infrastructure and other projects like cooling centers for heat waves.

The money, a priority for Gov. Tim Walz’s administration, was not a subject of much discussion at the Capitol given the scope of Minnesota’s \$17.5 billion surplus and debate over the sweeping DFL policy agenda. But in many years at the Legislature it would be considered a major initiative.

What the MPCA program will fund — and why

The MPCA has funded modest climate resiliency planning in this vein for a few years, most recently with roughly \$1.79 million in grants paid for with money approved by the Legislature in 2021.

Cash has flowed to 21 cities and soil and watershed conservation districts, mainly in Greater Minnesota — including Moorhead, Duluth, Rochester, Byron, Renville and Cloquet.

This year, Walz’s MPCA asked the DFL-controlled Legislature for about \$174 million to put climate resiliency plans into motion. Lawmakers approved most of that, \$100.5 million. That amount of money makes it one of the biggest environmental and climate initiatives at the Legislature this year.

Frank Kohlasch is an assistant commissioner at MPCA, overseeing air and climate policy. He told MinnPost that the money would be focused on wastewater and stormwater infrastructure. But some of it could be used to mitigate other climate-related impacts like building cooling centers to deal with heat.

The water systems, however, are such a focus for a few reasons. One is that it’s critical infrastructure that people rely on, Kohlasch said. It’s also expensive to build — or fix if damaged. Much of it is aging and in need of repair anyway, according to the agency. And that type of infrastructure is also relevant for the type of changes [Minnesota’s climate is already experiencing](#). For example, a wastewater plant is often near a river, where it would discharge treated water, putting it at risk from flooding after rain.

“We know that Minnesota is predicted to get warmer and wetter with more heavy precipitation events, more flooding,” Kohlasch said.

In a [report to lawmakers](#) in 2022, the MPCA said there was an average of 150 times annually where wastewater overflowed into lakes and streams because of wet weather. The report said more than 50 wastewater treatment plants were at “major to severe risk” of significant flooding in the next three decades.

For one example of infrastructure at risk, Faribault’s wastewater treatment plant was swamped by a flood after a big storm in 2010, forcing the city to pump sewage into a river. In the case of stormwater systems, which are meant to divert water from heavy rains to prevent it from flooding, Kohlasch pointed to Duluth in 2012, when the city’s [storm infrastructure failed amid massive rains](#).

State and federal lawmakers have approved money for this type of infrastructure recently. The Legislature passed a historically large [\\$2.6 billion package of publicly-financed construction projects](#) earlier this year that included more than \$500 million for water infrastructure, though that also includes drinking water plants. The national infrastructure bill [included hundreds of millions](#) for similar upgrades in Minnesota.

Nevertheless, the state believed in 2022 that needs for wastewater infrastructure alone were more than \$5.3 billion.



In older parts of town stormwater isn't treated before it's piped into the Red River.

MinnPost photo by Walker Orenstein

The climate resilience money is not meant to simply supplement what was approved in the state's bonding bill. Rather, it's meant as an "add on," Kohlasch said. Some of the projects may not even qualify for other types of state or federal funding. That would include "green infrastructure," Kohlasch said, like rain gardens or more permeable pavements as opposed to traditional pipe systems.

The money could also fund some technical help for local governments and

tribes, as well as cash for the type of planning Moorhead did. And at least 40% of it must be for projects in what the state defines as environmental justice areas.

At the Legislature, the MPCA grants weren't frequently debated during a busy year that featured plenty of disagreements between Republicans and Democrats. In the House, Rep. Rick Hansen, a DFLer from South St. Paul who chairs the Environment and Natural Resources Policy and Finance Committee, said only that it was a governor's initiative rather than a focus for him. House GOP lawmakers declined to comment on the money for the program.

But it was supported by the Minnesota chapter of the Laborers' International Union of North America and the Minnesota AFL-CIO, as well as some environmental groups like The Nature Conservancy.

Moorhead looks at major upgrades for stormwater

In Moorhead, the city used the MPCA money to model the impact storms of various intensities might have on two big sections of the city. That included parts of town with older or, as Zimmerman put it, more "vintage," infrastructure that was installed decades ago under different design standards that have since changed.

The study found several areas show an increased risk of flooding under a projected climate change scenario, which could justify tougher stormwater infrastructure.

"We used those projections to identify where the storm sewer system would have insufficient capacity," Zimmerman said. "In other words it would be completely full and have street flooding and have potential for damages that go with that."

Parts of the Minnesota State University Moorhead campus are among sections of the city at high risk of impacts from flooding under current

conditions, at least in the biggest rain events.

Storm systems are not designed for the largest possible rain event, Zimmerman said, which would be too costly. But they are meant to handle more reasonable events, and limit flooding in extreme storms. In 2000, the Fargo-Moorhead area saw a massive 7-inch rain storm. Another in 2013 was around 4 inches of rain. The city study mapped flooding from storms between 2 and 4 inches.

(In older parts of town stormwater isn't treated before it's piped into the Red River. But in newer parts of town, there are ponds that treat runoff, Zimmerman said.)



Parts of the Minnesota State University Moorhead campus are among sections of the city at high risk of impacts from flooding under current conditions, at least in the biggest rain events.

MinnPost photo by Walker Orenstein

Zimmerman said things like rain gardens can be a “bit of a challenge” in Moorhead. That’s because the terrain is quite flat, and heavy clay soils mean a rain garden isn’t as effective at soaking up water.

So while the city may consider “green infrastructure,” there’s more focus on basic options, like detention ponds that hold overflow water or underground storage tanks. And a big component of any upgrade would be a new, larger storm sewer. That’s straightforward, Zimmerman said, but costly. It involves digging up and reconstructing streets.

An estimate in the city study said work to reduce the flooding risk in the two parts of town would cost roughly \$119 million. That wouldn’t all need to come from the MPCA’s grant program. Zimmerman said any major work would likely be done over many years and in many different projects and the city would look for many different sources of funding.

Still, they expect to try for another grant from the MPCA. “This grant funding opportunity that was funded by the legislature for us would be extremely timely having just completed this plan,” Zimmerman said.



Walker Orenstein

Walker Orenstein reports on the state Legislature for MinnPost, with a particular focus on covering issues affecting Greater Minnesota. He can be reached at worenstein@minnpost.com, and you can follow him on Twitter at [@walkerorenstein](https://twitter.com/walkerorenstein).

[Show comments or leave a comment](#)

Thanks to our major sponsors



Additional thanks to our [top philanthropic supporters.](#)

MINNPOST

is a 501(c)(3) nonprofit
newsroom

MinnPost | P.O. Box 18438 | Minneapolis, MN 55418 | [612.455.6950](tel:612.455.6950)

 Powered by WordPress VIP