

**BOARD MEETING AGENDA****Board Room****Coon Creek Watershed District Offices****Monday, December 8, 2025****5:30 p.m.****Board of Managers:**

Jim Hafner, President; Erin Lind, Vice President; Jason Lund, 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 November 10, 2025****6. Receive Administrator's Report****7. Advisory Committee Report****8. Bills/Accounts Payable****POLICY ITEMS****9. 2026 Property Tax Levies****10. Administrator Transition****11. Minor Plan Amendment Adoption****12. 2026 Citizen Advisory Committee Appointments****13. Award Work on Sand Creek Geotechnical Services****14. Sand and Coon Creeks Nine Key Elements Phase 2 Grant Agreement****15. Water Education Grant – Prairie Plant Superheroes****16. Water Education Grant – Shared Currents****PERMIT ITEMS**

## **17. Voyagers Condominium Shoreline**

### **DISCUSSION ITEMS**

**18. Recognition of District Administrator**

**19. MN Watersheds Conference Update (At Board Meeting)**

### **INFORMATIONAL ITEMS**

**20. Environmental Protection Agency Waters of the United States**

### **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, November 10, 2025, 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, Jim Hafner, and Erin Lind

Staff Present: Tim Kelly, Jon Janke, Erik Bye, Hattie Hillukka, and Michelle Ulrich

### **2. Approval of the Agenda**

Board Member Campbell moved to add permit item #10 Trustone FCU PAN: P-25-030, to the Consent Items. Seconded by Board Member Lind. The motion carried with three (3) yeas (Board Members Campbell, Hafner, and Lind) and no nays.

Board Member Lind moved to approve the amended agenda. Seconded by Board Member Campbell. The motion carried with three (3) yeas (Board Members Campbell, Hafner, and Lind) and no nays.

### **3. Announcements**

### **4. Open Mic/Public Comment**

No one was present for comment.

### **CONSENT ITEMS**

#### **5. Approval of Minutes**

#### **6. Receive Administrator's Report**

#### **7. Advisory Committee Report**

#### **8. Bills/Accounts Payable**

Claims totaling \$117,913.83 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	17,322.20
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0015--ANOKA COUNTY MN	1,797.53
V0054--MICHELLE J ULRICH PA	5,817.50
V0137--HAUGO GEOTECHNICAL SVCS LLC	3,360.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,485.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	165.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	144.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	642.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	843.00
V0195--STANTEC CONSULTING SERVICES INC	16,472.50
V0195--STANTEC CONSULTING SERVICES INC	14,366.50
V0195--STANTEC CONSULTING SERVICES INC	23,382.50
V0195--STANTEC CONSULTING SERVICES INC	7,027.20
V0195--STANTEC CONSULTING SERVICES INC	4,194.00
V0197--VANDERBILT, CHASE	29.84
V0221--ABDO LLP	1,085.00
V0221--ABDO LLP	24.50
V0221--ABDO LLP	5,466.67
V0295--ALLINA HEALTH SYSTEM	2,066.75
V0352--HEALTH EQUITY INC	500.00
V0352--HEALTH EQUITY INC	803.06
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,229.83
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,460.00
V0366--KRAUSE, EMMA	59.98
V0415--GOPHER STATE ONE CALL	50.00
	<b>117,913.86</b>

*The following permit items were moved to the Consent Agenda.*

#### **10. Trustone FCU PAN: P-25-030**

The purpose of this item is the construction of a new commercial building, parking and associated stormwater treatment features located at Raintree Court Addition, 11806 Aberdeen St NE, Blaine, Minnesota.

The applicant proposes the construction of a new credit union with associated parking and stormwater treatment features. The project will disturb 0.91 acres and create 0.52 acres of new/regulated impervious. The project will impact District floodplain. The relevant water resource concerns are stormwater management, soils and erosion control, and floodplain. These correspond to District Rules 3, 4 and 6.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to Approve with four (4) Conditions and three (3) Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,455.00.

Rule 3.0 – Stormwater Management

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. Please update plans to include the following:
  - a. Please update the RCS-1 detail on sheet C-7 to show the 4" orifice within the weir wall.
  - b. Please update the RCS-1 label of sheet C-4 to state "3' wide weir at 903.10 w/ 4" orifice at 903.10".
  - c. Please update the infiltration basin labels on sheet C-3 to list an outlet elevation of 903.1.

Rule 4.0 – Soils and Erosion Control

4. Update the erosion control plan to include the following:
  - a. Stabilize soils and soil stockpiles within 24 hours of inactivity.
  - b. Provide cover for stormwater contaminants.
  - c. Secure portable toilets.
  - d. After initial grading, completely surround the infiltration basins 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. 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 the Infiltration Basins 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 Campbell moved to approve the Consent Agenda Items. Seconded by Board Member Lind. The motion carried with three (3) yeas (Board Members Campbell, Hafner and Lind) and no nays.

## **POLICY ITEMS**

### **9. Minor Plan Amendment Public hearing**

On January 27<sup>th</sup>, 2025, the Board directed staff to begin a review of the current Capital Improvement Plan (CIP) to evaluate the need for a minor Plan amendment.

On September 22<sup>nd</sup>, 2025, the Board directed staff to initiate the minor amendment process for the proposed minor Plan amendment.

On October 9<sup>th</sup>, 2025, staff presented an overview of the minor Plan amendment to the Technical Advisory Committee and did not receive any comments from the group.

On October 21<sup>st</sup>, 2025, the proposed minor Plan amendment was released to all state and local agency Plan reviewers for the 30-day review period. Plan reviewers received the draft amendment electronically with the appropriate stricken out and underlined formatting and the stated intent that CCWD (Coon Creek Watershed District) is following the minor amendment procedure for this amendment in accordance with MS 103B.231 and MR 8410.0140.

In accordance with Minn. Rules 8410.0140, Subpart 2 (D) the CCWD provided the required public notice to hold a public hearing on November 10, 2025 to receive and consider public comment regarding the proposed minor amendments to the CCWD's 2024-2033 Watershed Management Plan (Plan).

Public Hearing: Proposed Minor Amendments to the CCWD's Plan.

Board President Hafner opened the public hearing, providing a brief overview of the hearing procedure. President Hafner explained that this hearing is being held by the Coon Creek Watershed District Board of Managers pursuant to Minnesota Rules 8410.0140, Subpart 2 (D) to receive and consider public comment regarding proposed minor amendments to the District's Watershed Management Plan Capital Improvement Program.

Submission of Written Documents into the Record. Erik Bye, District Planning Coordinator, submitted the following documentation into the record, received by President Hafner:

- 1/27/2025 Board Meeting minutes
- 9/22/2025 Board Meeting minutes
- Email notice of release of proposed minor amendment to Plan reviewers
- Public notice of public hearing on 11/10/2025
- Newspaper Affidavit of public notice
- MPCA minor amendment comment letter received 11/5/2025
- Proposed amended Plan
- MDH minor amendment comment letter received 11/10/2025

CCWD Staff Presentation. CCWD Planning Coordinator Erik Bye provided a presentation on the proposed plan revisions, reviewing the proposed amendments, and explaining the basis and need for the proposed changes. Coordinator Bye noted that the CCWD has not received any objections to the proposed minor amendments, and has received only two written responses: One letter from Minnesota Pollution Control Agency stating it has no comments on the proposed amendments; One letter from Minnesota Department of Health stating they do not have any comments on the proposed amendment.

Following the CCWD staff presentation President Hafner called for public comment on the proposed amendments. No one from the public made any public comment.

Upon hearing no further public comments President Hafner closed the public hearing.

## **PERMIT ITEMS – (moved to Consent Agenda)**

### **10. Trustone FCU PAN: P-25-030**

## **DISCUSSION ITEMS:**

### **11. Administrator Transition Plan Update (ABM)**

Administrator Kelly and Director of Operations Janke provided the Board with a progress report on the Administrators Transition Plan originally presented at the October 13, 2025, Board Meeting. There, it was decided that routine updates in

the transition will be given though out the rest of the year. Mr. Kelly and Mr. Janke have been meeting and discussing the reasons for why prior actions and decisions were made and obtaining a deeper familiarity with why issues come to light. They also worked to identify available resources and options for job clarifications, pay scales, and staff training. Time was also been spent reaching out to watershed partners to make sure the agency contacts know who the point of contact is at the District during the Administrator transition as well as getting involved more with face-to-face interactions has also been helpful.

Mr. Kelly mentioned that most recently the focus has been on collaboration and competition. What the Administrator does with other agencies in facilitating and maintaining collaboration is central to the District strategies. Unity of effort and whole of government have been the priorities, meaning City Public Works, City Planning, City Engineering and City Financing and the District are all addressing water management issues together.

## **INFORMATIONAL ITEMS:**

### **12. MN Watersheds Annual Business Meeting Agenda**

The purpose of agenda item #12 is to view the detailed Minnesota Watersheds 2025 Annual Conference Business Meeting Agenda.

## **ADJOURNMENT**

Board Member Campbell moved to adjourn at 5:55 pm. Seconded by Board Member Hafner. The motion carried with three (3) yeas (Board Members Campbell, Hafner, and Lind,) and no nays.

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President



## COON CREEK WATERSHED DISTRICT Request for Board Action

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 6  
**ITEM:** Administrator's Report

**AGENDA:** Consent

**REQUESTED ACTION:**  
 Receive report.

### ADMINISTRATOR'S EVALUATION

#### District Capacity and Capability

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

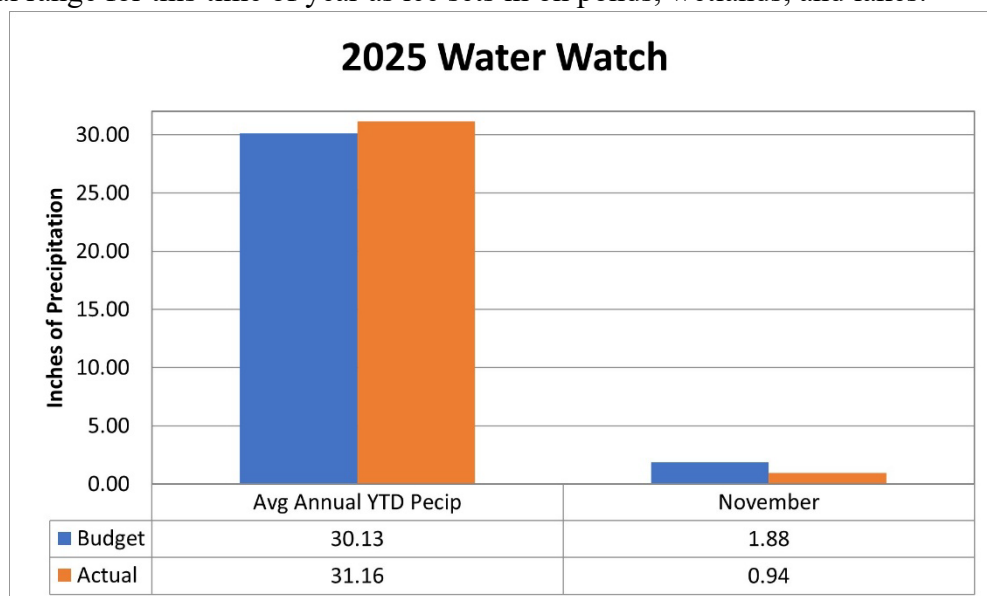
The District can accomplish most required tasks to the required standard under most conditions. However, sustained effort may be at risk.

### MANAGEMENT SITUATION

#### Natural Environment

The District received an average of 0.95 inches of precipitation in the month of November. This puts the District 0.95 inches (50%) below average for the month and 1.03 inches (3%) above average for the year. Approximately half of November's total precipitation occurred as snowfall, resulting in an average snowpack depth of 5 inches.

According to the latest US Drought Monitor release (Nov 26th), all of Anoka County is considered Abnormally Dry. Water levels and flows throughout the District are on the low end of the normal range for this time of year as ice sets in on ponds, wetlands, and lakes.



## Economic Environment

Net state general fund revenues totaled \$2.534 billion in October 2025, \$26 million (1.0 percent) less than forecast in February 2025. Net receipts from other revenues were higher than forecast, somewhat offsetting lower-than-expected individual income tax and corporate franchise tax receipts. Net sales tax receipts were close to forecast

A more detailed report covering the October, November, and December receipts will be issued as part of Minnesota Management and Budget's January 2026 Revenue and Economic Update.

## Management Environment

Agency	Status
Federal Government	<ul style="list-style-type: none"> <li>• Government shutdown ended</li> <li>• House transportation and Infrastructure committee has taken up consideration of the State and Tribal Grant programs, a major source of water related infrastructure funding.</li> <li>• EPA will be announcing a new office of Super Fund and Emergency Management which will consolidate the offices of Superfund Remediation and Technology Innovation, Emergency Management, and Federal Facilities Restoration and Reuse.</li> <li>• EPA announced a proposed rule that would establish a "clear, durable, common-sense" definition of "waters of the United States" (WOTUS) under the Clean Water Act. Definition is in response to the Supreme Court's decision on Sackett.</li> </ul>
Minnesota DNR	<ul style="list-style-type: none"> <li>• Considering rules regarding foraging on public lands</li> </ul>
Minnesota Pollution Control Agency	<ul style="list-style-type: none"> <li>• Has released a clarified process for 401 certifications</li> </ul>
Minnesota Watersheds	<ul style="list-style-type: none"> <li>• Preparing for annual meeting</li> <li>• Submitted comments to PCA on 401 certification</li> <li>• Provided guidance for increased efficiency and certainty for projects involving COE review and 401 certification</li> </ul>

## COLLABORATOR ACTIONS CAPACITY AND CAPABILITY

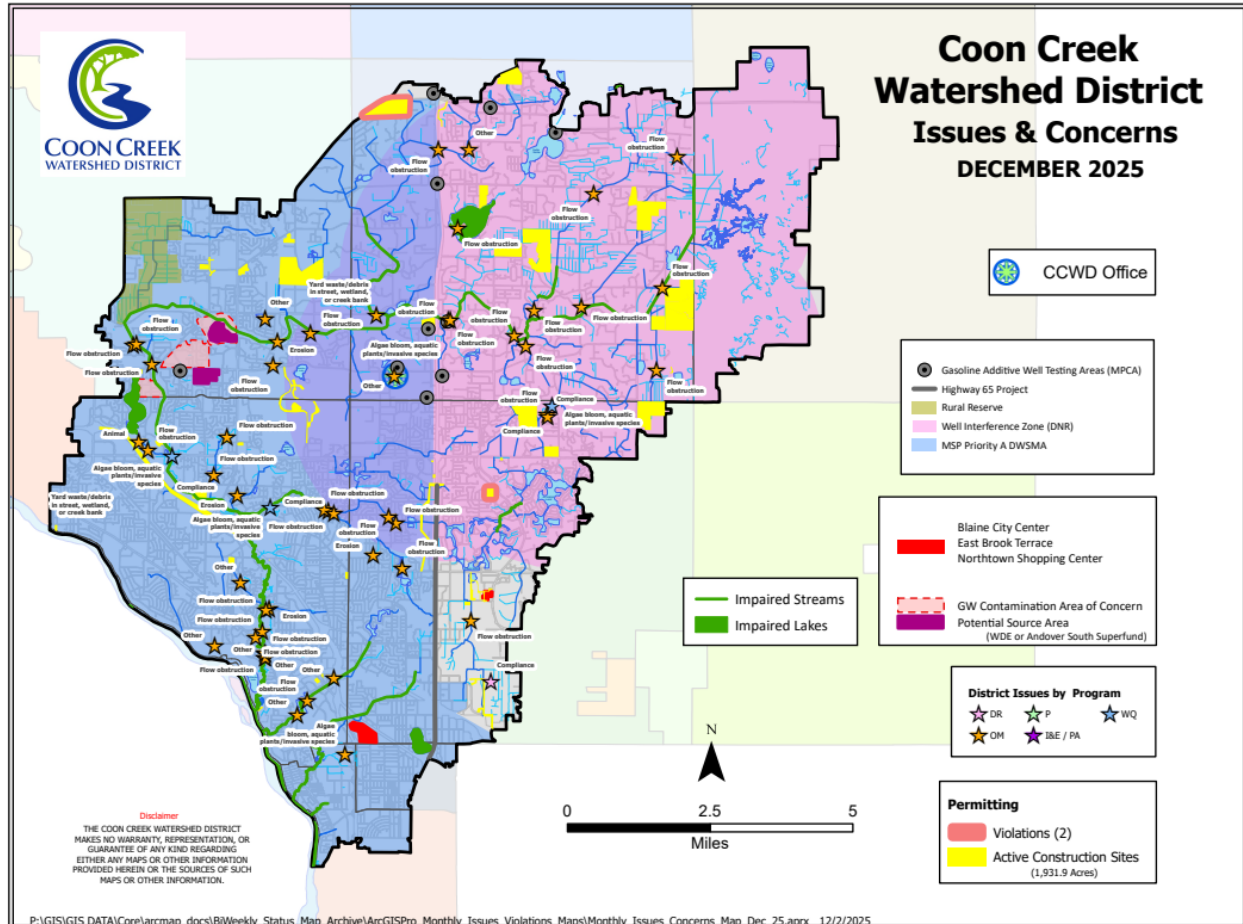
Collaborator	Description
Anoka County	•
Andover, Blaine, Coon Rapids, Ham Lake	•
Fridley	•

## PROBLEMS, ISSUES, AND CONCERNS

### Strategic Issues and Concerns

- **State Regulatory Inconsistency and Unevenness:**
  - Depending on discussion at MAW Annual Meeting
- **Minneapolis & St Paul Drinking Water Supply Area - Surface Water.**
  - No report

### Operational Issues and Concerns



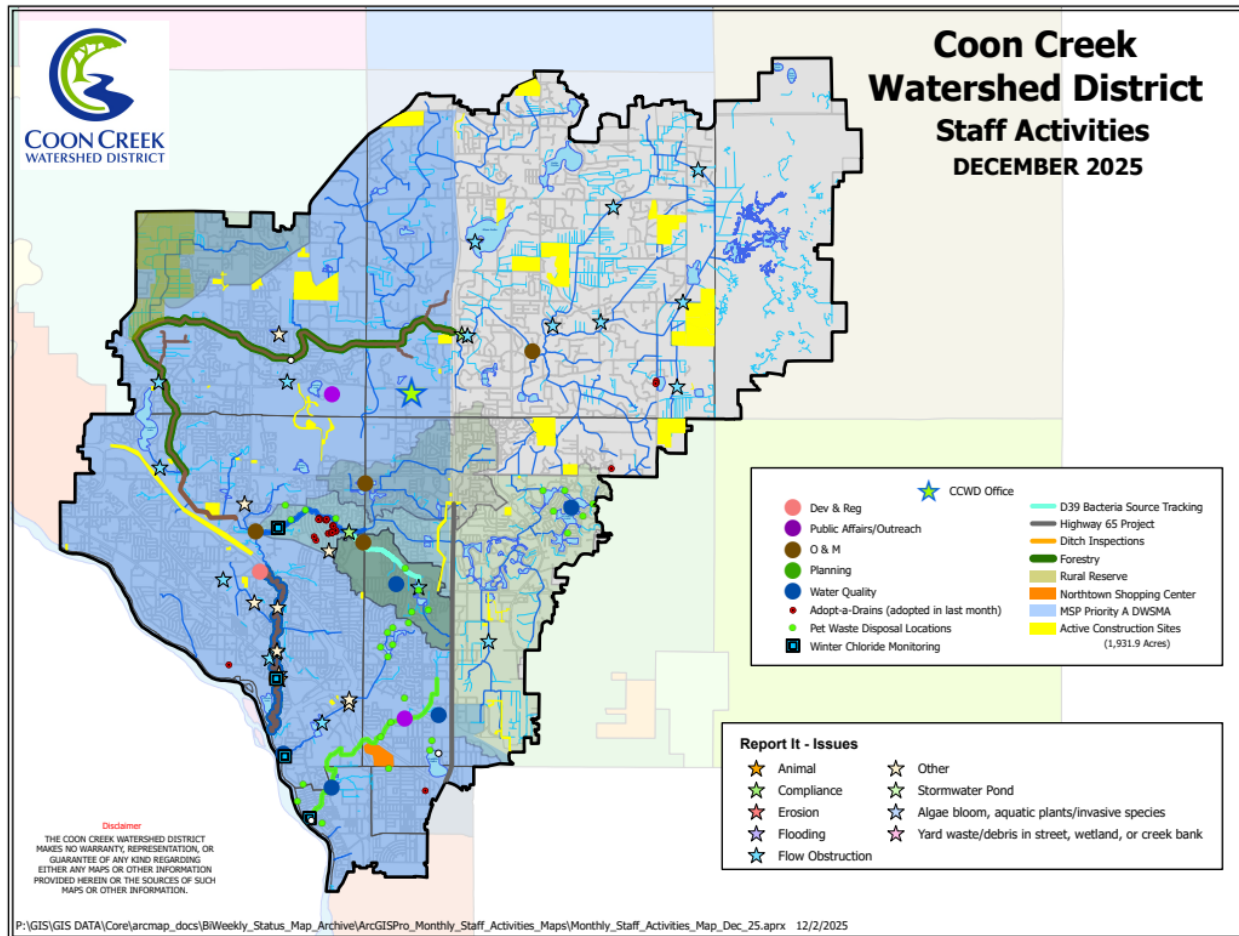
## STAFF ACTIVITIES

### Strategic Management Activities

- 1) **Goal: To Keep Comp Plan Current:** Non-controversial Capital Improvement Plan amendment has been reviewed and received a public hearing and scheduled for adoption tonight.

- 2) **Administrator Transition:** Have completed orientation on intergovernmental coordination and market position and strategy. Continue with budget and finance orientation. Interviews of two applicants will take place the week of December 8<sup>th</sup>.
- 3) **Chloride reduction initiatives**
  - a. The District is participating in a Grit Gritty campaign this winter to provide a limited supply of free grit through local Frattalone Hardware Stores to raise awareness of salt alternatives and gain insights on local resident salt application practices.

## Operations Activities



## DISTRICT CAPACITY AND CAPABILITY

### Equipment:

- Equipment On Hand: Good condition
- Field and Hard Asset Condition:
  - Field assets are performing well
  - Natural assets, particularly channels, are seeing routine non-scheduled maintenance
- Scheduled Equipment Purchases: None

## **Facilities**

### **Training**

- Minnesota Watersheds Conference

### **Staffing:**

- Compliment & Strength: 13.8 FTEs 81%
- Vacancies/New Hires: District has three vacancies.

### **Sustaining:**

- Agency Collaboration:

### **Benefits**

- 2026 Benefits:
  1. Short Term Disability Insurance will be discontinued effective 1/1/2026 with the advent of MN Paid Family & Medical Leave (MN PFML)
  2. The District will continue with the same BCBS Insurance plan. The plan includes a higher deductible for staff. There is a 16% increase in costs for the District. The 2026 budget accounted for such an increase.
  3. Delta Dental rates remained the same.
  4. Unum and Health Equity rates are unchanged.
- MN PFML: Employees have been notified of the additional deduction of 0.44% from their checks, with the District contributing the additional 0.44%. CCWD has established their account with DEED.

### **Budget & Financials**

- A request for accounting Proposals for accounting services was posted on the District web site from 10/28-11/11. Only Abdo responded and agreed to continue under the existing contract requirements with an updated fee schedule
- Staff are evaluating options to enable applicants to pay fees directly through the District website.
- On April 14, 2025, the Board adopted a new fee schedule of permit review and inspection. That new schedule will go into effect 1/1/26

## Coon Creek Watershed District CCWD - Budget Report

As of Date: 11/30/2025

	Year Ending 12/31/2025	Year To Date 11/30/2025			
	CCWD 2025 Budget	CCWD 2025 Budget	Actual Expenses YTD	Variance YTD	
Revenue					
Property Taxes	6,189,240.00	5,673,470.00	3,228,698.17	2,444,771.83	-43%
Fees & Charges	298,423.00	273,559.00	181,902.81	91,656.19	-34%
Grants	2,566,549.00	2,352,680.00	803,614.90	1,549,065.10	-66%
Other Revenue	115,000.00	105,413.00	165,638.96	(60,225.96)	57%
Total Revenue	9,169,212.00	8,405,122.00	4,379,854.84	4,025,267.16	-48%
Expense					
Salaries & Benefits	2,414,928.00	2,213,695.00	1,919,110.38	294,584.62	-13%
Professional Services	489,487.00	448,701.00	343,644.78	105,056.22	-23%
Operating Expenses	314,577.00	288,365.00	186,404.95	101,960.05	-35%
Program Expense	5,864,452.00	5,375,821.00	2,349,914.29	3,025,906.71	-56%
Capitalized Expenses	198,174.00	181,687.00	114,444.49	67,242.51	-37%
Total Expense	9,281,618.00	8,508,269.00	4,913,518.89	3,594,750.11	-42%

Created on : 12/03/2025 8:01 AMPST

## Coon Creek Watershed District Cash Balance

As of Date: 11/30/2025

	Escrow Fund	General Fund	All Funds
	Month Ending 11/30/2025	Month Ending 11/30/2025	Month Ending 11/30/2025
Cash and Cash Equivalents			
Cash	1,550,443.55	(1,856,112.60)	(305,669.05)
Petty Cash	0.00	250.00	250.00
Investment Account	20,570.00	4,586,274.09	4,606,844.09
Total Cash and Cash Equivalents	1,571,013.55	2,730,411.49	4,301,425.04

Created on : 12/03/2025 8:01 AMPST

November started with an operational fund balance of approximately \$3,089,239.96

Change in net cash position was - \$358,828.50

Balance of the escrow trust fund is \$1,544,806.12

Nine months into the fiscal year, the budget variance is -6% less than planned

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 7  
**ITEM:** Advisory Committees Report

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**AGENDA:** Policy Discussion Information

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**ACTION REQUESTED**

Receive Report

**BACKGROUND**

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

- The next CAC meeting is scheduled: January 14th at 4:30 p.m. hybrid with Zoom.
- The next TAC meeting is scheduled: December 11<sup>th</sup> at 8:30 a.m. hybrid with Zoom.

**ISSUES/CONCERNS**

**Citizen Advisory Committee (CAC)**

The majority of the CAC were absent from the meeting. Present were Barbara Goodboe-Bisschoff, Jim Lindahl, David Petry, and Nathan Schneider.

**1. Open Forum**

No comments.

**2. District Update**

Jessica Lindemyer gave a brief update on various District activities including recent precipitation totals, drought status, and staffing changes.

Tim Kelly shared his intent to retire from the District after 36 years as District Administrator. He led a general discussion on the history of the District, the plan for transitioning to a new Administrator, and the plans to hire for a Water Restoration & Protection position that would manage a variety of projects for the District.

**3. Comprehensive Plan Minor Amendment**

Tim Kelly provided an overview of the Minor Amendment Process for the recently adopted Comprehensive Watershed Management Plan (Comp Plan). He covered the reasoning behind the amendment, the timeline for adoption, and the public input process. No formal comments were provided by the Committee.

There was general discussion about how the forecasted decrease in available grant dollars will affect how the District approaches amendments to the Comprehensive Plan in the future. Tim stated that changes to the operating environment, like a decrease in available grants, is why it's important to do a systematic review of the Comp Plan on an annual basis.

#### **4. Reappointment & Priorities for 2026**

Jessica reminded the Committee to inform her of their intent regarding reappointment by Tuesday, November 18<sup>th</sup> and opened the floor to discussion regarding potential topics and/or activities the committee would like to explore in 2026. The following items were discussed.

##### Potential Topics

- Biomonitoring
- Bio-Source Tracking
- Subwatershed Spotlights
- Modeling & Floodplains

##### Potential Activities

- Trash Cleanup
- Joint meeting with Rice Creek Watershed District CAC

#### **Technical Advisory Committee (TAC)**

The majority of the TAC was present at the meeting. Absent were the Board of Water and Soil Resources (BWSR), the City of Columbus, the Department of Transportation (DOT), the Department of Natural Resources (DNR), and the City of Spring Lake Park.

##### **1. Announcements**

None.

##### **2. Situation**

###### Hydrology

Jon Janke provided the TAC with a brief update on recent weather and hydrology, stating that the District is still dry, having received around 1-inch of rain in the last month. Creek flows are steady.

###### Legislative Update

None.

###### CIP Update & Minor Plan Amendment

Erik Bye gave an update on the status of the minor plan amendment. The 30-day review period is open until November 20th. The focus of the minor plan amendment is to refine and update cost estimates and timing, along with the incorporation of eight new projects. Appendix H of the plan provides a detailed summary of all the changes.

###### Watershed Based Implementation Funding (WBIF) Update

Justine Dauphinais shared that the Coon Creek Planning area, under BWSR's WBIF program, has been allocated \$294,099 for the next few years (2026-2029). Activities



eligible for these funds include anything with the primary purpose of water quality improvement. This includes planning, design, construction, and modeling.

National Municipal Stormwater Alliance (NMSA) seeking input on MS4 improvements

Tim Kelly inquired about who received the email from NMSA requesting input on MS4 improvements. Megan Hedstrom, Dave Krugler, and Mark Hansen all confirmed receipt of the email.

A PDF of the referenced email is available on the [TAC Resource Webpage](#).

### **3. Concerns**

Met Council Subregional Committee Meetings

Erik Bye provided a summary of the intent behind the subregional meetings. Each committee talked through its specific subregional water policy plan within the 2050 Met Council Plan, with the goal of obtaining feedback and aligning priorities. CCWD staff attended the Northeast and Northwest committee meetings.

Abby Shea added that the initial engagement process was really focused on water supply, this go around they are trying to expand beyond water supply to include other areas of water resources such as recreation.

Chris Lord shared his concern regarding how in-depth these committee discussions can reasonably get given the large number of people involved. He is hoping to see future committee meetings utilize smaller breakout groups to improve the depth of discussion.

Mark Hansen shared that Tim Himmer attended their regional committee meeting. He stated that for Coon Rapids, their biggest concerns surround source water protection and ensuring groundwater supplies are sustainable for the future. Justine added that better groundwater modeling from a supply side, which incorporates population growth projections and demand, was discussed at the meeting and Met Council confirmed that they have funds set aside for better modeling to inform the next round of wellhead protection plans.

MDH source water protection planning for MPLS/STP update

Justine Dauphinais shared that the MN Department of Health (MDH) recently held a second set of meetings focused on refining the source water protection areas for surface water drinking sources for the City of Minneapolis and the City of St. Paul. Justine walked through the draft Emergency Response Areas and Spill Management Areas for both assessment areas.

Chris Lord stated that he has been very impressed with how willing MDH is to incorporate updated local stormwater data into its assessment maps. This local data really helps define these areas as accurately as possible.

Abby Shea added that she will be leading the next step of the process which will be the development of a Surface Water Intake Protection Plan for both cities. That part of the process will talk about implementation plans, how to mesh this effort with the work others are already doing, and open some additional funding opportunities.

This information is NOT posted to the TAC Resource Webpage. However, cities can directly request the information from MDH.

Exploring shallow groundwater chlorides presentation

Erik Bye and Justine Dauphinais presented the talk they gave at the Water Resources Conferences earlier this year on the topic of chlorides in shallow groundwater.

View the full presentation on the TAC Resource Webpage or request a copy of the recording by contacting Jessica Lindemyer.

**4. Briefs**

None.

**5. Other Water Management Concerns**

None.

**RECOMMENDATION**

Receive the report.

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 8  
**ITEM:** Bills to Be Paid

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**FISCAL IMPACT:** Budgeted  
**POLICY IMPACT:** Policy

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**REQUEST**  
Approve bills

**BACKGROUND**

Claims totaling \$103,425.00 for November 24, 2025 and \$100,936.47 for December 8, 2025 on the following disbursement(s) list will be issued and released upon Board approval.

<b>Vendor</b>	<b>Amount</b>
V0014--ANOKA CONSERVATION DISTRICT	1,500.00
V0348--BLUE CROSS BLUE SHIELD OF MN	22,441.82
V0351--DELTA DENTAL OF MN	1,720.30
V0350--FIRST UNUM LIFE INSURANCE COMPANY	1,205.72
V0388--HATTIE HILLUKKA	21.96
V0352--HEALTH EQUITY INC	1,299.00
V0352--HEALTH EQUITY INC	803.06
V0352--HEALTH EQUITY INC	1,144.90
V0352--HEALTH EQUITY INC	33.35
V0046--HOUSTON ENGINEERING INC	10,243.75
V0416--JOANN LAWRENCE	6,385.75
V0242--METRO I NET	6,753.00
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,460.00
V0063--NORTHERN NATURAL GAS COMPANY	4,078.75
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,229.83
V0096--RANDY WESP EXCAVATING LLC	1,300.00
V0096--RANDY WESP EXCAVATING LLC	22,095.00
V0110--RESPEC COMPANY LLC	9,138.75
V0417--VOYAGER CONDOMINIUM HOA INC	1,499.82
V0128--YTS COMPANIES LLC	1,531.25
	<b>103,425.00</b>

## Item 8: Bills to be Paid Page 2 of 4

Company name: Created on:	Coon Creek Watershed District 11/24/2025										
0973570-001 DEC	Vendor name	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Administration	21050			480.39	DEC 2025 INS STD	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Administration	21050			385.12	DEC 2025 INSLTD	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Administration	60715			141.17	DEC 2025 INS ADMUFE	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Administration	21050			118.13	DEC 2025 INS	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Operations & Maintenance	60715			33.66	DEC 2025 INS OM LIFE	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Water Quality	60715			30.46	DEC 2025 INS WQ LIFE	
	FIRST UNIMUFE INSURANCE COMPANY	0973570-001 DEC	11/19/2025	General Fund	Watershed Development	60715			16.79	DEC 2025 INS WD LIFE	
Sum for 0973570-001 DEC 11212025									1,205.72		
	MINNESOTA STATE RETIREMENT SYSTEM	11212025	11/21/2025	General Fund	Operations & Maintenance	60718			100.00	11212025 MRSR PYRL OM	
	MINNESOTA STATE RETIREMENT SYSTEM	11212025	11/21/2025	General Fund	Planning	60718			200.00	11212025 MRSR PYRL PLAN	
	MINNESOTA STATE RETIREMENT SYSTEM	11212025	11/21/2025	General Fund	Public & Governmental Affairs	60718			25.00	11212025 MRSR PYRL PGR	
	MINNESOTA STATE RETIREMENT SYSTEM	11212025	11/21/2025	General Fund	Watershed Development	60718			150.00	11212025 MRSR PYRL WQ	
	MINNESOTA STATE RETIREMENT SYSTEM	11212025	11/21/2025	General Fund	Water Quality	60718			385.00	11212025 MRSR PYRL WQ	
	MINNESOTA STATE RETIREMENT SYSTEM	11212025	11/21/2025	General Fund	Administration	60718			600.00	11212025 MRSR PYRL ADM	
Sum for 11212025 NOV25 REIMB									1,460.00		
Sum for NOV25 REIMB 251031450125	HILLUKKA, HATTIE	NOV25 REIMB	11/12/2025	General Fund	Administration	61477			21.96	EMP REIMB NOV25 TAC CAC TREATS	
									21.96		
	BLUE CROSS BLUE SHIELD OF MN	251031450125	11/17/2025	General Fund	Water Quality	60722			5.38	DEC 2025 VISION INS	
	BLUE CROSS BLUE SHIELD OF MN	251031450125	11/17/2025	General Fund	Administration	60722			35.68	DEC 2025 VISION INS	
	BLUE CROSS BLUE SHIELD OF MN	251031450125	11/17/2025	General Fund	Watershed Development	60722			20.90	DEC 2025 VISION INS	
	BLUE CROSS BLUE SHIELD OF MN	251031450125	11/17/2025	General Fund	Administration	21050			22,344.14	DEC 2025 HEALTH INS	
	BLUE CROSS BLUE SHIELD OF MN	251031450125	11/17/2025	General Fund	Planning	60722			15.52	DEC 2025 VISION INS	
	BLUE CROSS BLUE SHIELD OF MN	251031450125	11/17/2025	General Fund	Operations & Maintenance	60722			20.20	DEC 2025 VISION INS	
Sum for 251031450125 3075									22,441.82		
	METRO 1 NET	3075	11/1/2025	General Fund	Administration	63066			6,753.00	MTHLYT SVCES NOV25	
Sum for 3075 26UDQXA-P									6,753.00		
	HEALTH EQUITY INC	26UDQXA-P	11/18/2025	General Fund	Operations & Maintenance	60713			1,144.90	NOV25 DFC JIDEDUCTIONS	
Sum for 26UDQXA-P 08YADSZ									1,144.90		
	HEALTH EQUITY INC	08YADSZ	11/12/2025	General Fund	Administration	60713			33.35	NOV 2025 FEES	
Sum for 08YADSZ UTHH11KW									33.35		
	HEALTH EQUITY INC	UTHH11KW	11/21/2025	General Fund	Operations & Maintenance	60713			136.53	NOV/21 EEHSA DEDUCTIONS	
	HEALTH EQUITY INC	UTHH11KW	11/21/2025	General Fund	Planning	60713			136.00	NOV/21 EEHSA DEDUCTIONS	
	HEALTH EQUITY INC	UTHH11KW	11/21/2025	General Fund	Watershed Development	60713			75.00	NOV/21 EEHSA DEDUCTIONS	
	HEALTH EQUITY INC	UTHH11KW	11/21/2025	General Fund	Public & Governmental Affairs	60713			69.00	NOV/21 EEHSA DEDUCTIONS	
	HEALTH EQUITY INC	UTHH11KW	11/21/2025	General Fund	Water Quality	60713			136.53	NOV/21 EEHSA DEDUCTIONS	
	HEALTH EQUITY INC	UTHH11KW	11/21/2025	General Fund	Administration	60713			250.00	NOV/21 EEHSA DEDUCTIONS	
Sum for UTHH11KW KFF3K2									803.06		
	HEALTH EQUITY INC	KFF3K2	11/21/2025	General Fund	Operations & Maintenance	60713			1,299.00	NOV25 DFC JID DEDUCTIONS	
Sum for KFF3K2 2025289									1,299.00		
	ANOKA CONSERVATION DISTRICT	2025289	11/5/2025	General Fund	Water Quality	61549	PROJ-25-500		1,500.00	PHRFGMITES CONTROL COON CREEK	
Sum for 2025289 79281									1,500.00		
	HOUSTON ENGINEERING INC	79281	11/12/2025	General Fund	Watershed Development	61575			6,000.00	PROJ007163-0003 MS4 ANNUAL SUBSCRIPTION	
	HOUSTON ENGINEERING INC	79281	11/12/2025	General Fund	Watershed Development	65390			4,243.75		
Sum for 79281 PAN23-053									10,243.75		
	JOANN LAWRENCE	PAN23-053	11/24/2025	Escrow Fund	Administration	24210			2,650.00	ESCROW REF-LAWRENCE ESTATES 2ND ADDN	
	JOANN LAWRENCE	PAN23-053	11/24/2025	General Fund	Watershed Development	53191			3,735.75	REVIEW REF-LAWRENCE ESTATES 2ND ADDN	
Sum for PAN23-053 PAN25-024									6,385.75		
	NORTHERN NATURAL GAS	PAN25-024	11/24/2025	Escrow Fund	Administration	24210			3,400.00	ESCROW REF-ERLEX IMMIG DIG25113	
	NORTHERN NATURAL GAS	PAN25-024	11/24/2025	General Fund	Watershed Development	53191			678.75	REVIEW REF-ERLEX IMMIG DIG25113	
Sum for PAN25-024 253									4,078.75		
	RANDY WESP EXCAVATING LLC	253	10/7/2025	General Fund	Operations & Maintenance	61549	PROJ-25-401		1,300.00	25 NON ROUT MAINT D44-7 BEAVERDAM	
Sum for 253 252									1,300.00		
	RANDY WESP EXCAVATING LLC	252	11/18/2025	General Fund	Operations & Maintenance	61549	PROJ-25-401		22,095.00	25 NON ROUT MAINT D69 REPAIRS ISS 25-076	
Sum for 252 CNS0001997935									22,095.00		
	DELTA DENTAL OF MN	CNS0001997935	11/19/2025	General Fund	Administration	21050			1,720.30	T04578 DENTAL INS DEC 25	
Sum for CNS0001997935 INV10250658									1,720.30		
	RESPEC COMPANY LLC	INV10250658	11/13/2025	General Fund	Administration	63010			9,138.75	PROJ02735-24013 GIS SERVICES OCT 25	
Sum for INV10250658 INV3285743									9,138.75		
	PAYLOCITY	INV3285743	11/21/2025	General Fund	Administration	63052			538.99	IMPL FEES HCM SOLUTION NOV 2025	
Sum for INV3285743 PAN22-081									538.99		
	VOYAGER CONDOMINIUM HOA INC	PAN22-081	11/24/2025	Escrow Fund	Administration	24210			1,499.82	PAN22-081 ESCROW REF-VOYAGERS RRP RP	
Sum for PAN22-081 SOMPER000825637									1,499.82		
	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	SOMPER000825637	11/21/2025	General Fund	Administration	21050			8,229.83	11212025 PERA PYRL	
Sum for SOMPER000825637 40331									8,229.83		
	YIS COMPANIES LLC	40331	11/12/2025	General Fund	Operations & Maintenance	61549	PROJ-25-401		1,531.25	25 NON ROUT MAINT D69 ISS25-076	
Sum for 40331									1,531.25		
Sum Total									103,425.00		

<b>Vendor</b>	<b>Amount</b>
V0008--US BANK	14,150.36
V0010--A1 FLOOR AND CARPET CARE INC	1,119.30
V0014--ANOKA CONSERVATION DISTRICT	1,400.00
V0015--ANOKA COUNTY MN	10,001.35
V0015--ANOKA COUNTY MN	13,590.76
V0054--MICHELLE J ULRICH PA	5,806.25
V0111--WELL GROOMED LAWNS INC	982.00
V0221--ABDO LLP	5,466.67
V0242--METRO I NET	6,753.00
V0249--PLAUDIT DESIGN	450.00
V0344--NR PROPERTIES INC	6,580.00
V0352--HEALTH EQUITY INC	192.30
V0352--HEALTH EQUITY INC	500.00
V0352--HEALTH EQUITY INC	803.06
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,283.82
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,460.00
V0367--SMARTSWM LLC	9,250.00
V0367--SMARTSWM LLC	5,625.00
V0418--JEFF STALBERGER	8,522.60
	<b>100,936.47</b>

## Item 8: Bills to be Paid Page 4 of 4

Company name: Coon Creek Watershed District Created on: 12/4/2025										
Vendor name		Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo
2-Dec	SMARTSWMLLC	12-2	12/2/2025	General Fund	Water Quality	61549	PROJ25-508		9,250.00	PC POND SMARTSWMLLC CUSTOM OPERATING MODE
Sum for 12-2									9,250.00	
3-Dec	SMARTSWMLLC	12-3	12/2/2025	General Fund	Water Quality	61549	PROJ24-518		5,625.00	PC POND CONSULTING SERVICES
Sum for 12-3									5,625.00	
12052025	MINNESOTA STATE RETIREMENT SYSTEM	12052025	12/5/2025	General Fund	Public & Governmental Affairs	60718			25.00	12052025 MRSF PYRL PGR
	MINNESOTA STATE RETIREMENT SYSTEM	12052025	12/5/2025	General Fund	Operations & Maintenance	60718			100.00	12052025 MRSF PYRL PGM
	MINNESOTA STATE RETIREMENT SYSTEM	12052025	12/5/2025	General Fund	Planning	60718			279.00	12052025 MRSF PYRL PLAN
	MINNESOTA STATE RETIREMENT SYSTEM	12052025	12/5/2025	General Fund	Watershed Development	60718			150.00	12052025 MRSF PYRL WD
	MINNESOTA STATE RETIREMENT SYSTEM	12052025	12/5/2025	General Fund	Administration	60718			600.00	12052025 MRSF PYRL ADM
	MINNESOTA STATE RETIREMENT SYSTEM	12052025	12/5/2025	General Fund	Water Quality	60718			385.00	12052025 MRSF PYRL WQ
Sum for 12052025									1,460.00	
1225COWD	A1 FLOOR AND CARPET CARE INC	1225COWD	11/24/2025	General Fund	Administration	61105			1,119.30	December 2025 Cleaning Services:
Sum for 1225COWD									1,119.30	
202511163	PLAUDIT DESIGN	202511163	11/28/2025	General Fund	Public & Governmental Affairs	61559			450.00	WEB HOST & SUPPORT 12/25-3/26
Sum for 202511163									450.00	
27262	WELL GROOMED LAWNS INC	27262	11/28/2025	General Fund	Administration	61250			982.00	FLOWING NOV 25
Sum for 27262									982.00	
3114	METRO 1 NET	3114	12/1/2025	General Fund	Administration	63066			6,753.00	MTHLY T SERVICES DEC 25
Sum for 3114									6,753.00	
515747	ABDO LLP	515747	11/30/2025	General Fund	Administration	63052			5,466.67	ACCT 90223 SFN SVCS NOV 25
Sum for 515747									5,466.67	
82VFBOM-P	HEALTH EQUITY INC	82VFBOM-P	12/2/2025	General Fund	Operations & Maintenance	60713			500.00	HE DEC 25 DPC TIREMB
Sum for 82VFBOM-P									500.00	
8XJNW03-P	HEALTH EQUITY INC	8XJNW03-P	11/25/2025	General Fund	Operations & Maintenance	60713			192.30	HE NOV 25 DPC JIREMB
Sum for 8XJNW03-P									192.30	
COWD-0225-1	ANOKA COUNTY INC	COWD-0225-1	7/11/2025	General Fund	Administration	60713			10,001.35	HRA PAYMENTS APR-JUN 25
Sum for COWD-0225-1									10,001.35	
COWD-0225-2	ANOKA COUNTY INC	COWD-0225-2	11/25/2025	General Fund	Administration	60713			13,590.76	HRA PAYMENTS JUL-OCT 25
Sum for COWD-0225-2									13,590.76	
Charge payoffs - 2578	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			-914.29	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			11.50	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			60.97	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			279.99	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			86.98	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			247.20	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			278.18	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			102.72	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			511.84	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			4.60	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ23-602		21.80	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ24-619		89.50	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ23-602		214.80	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ24-619		89.50	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ23-602		214.80	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ24-619		89.50	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ23-602		214.80	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ24-619		89.50	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ23-602		214.80	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020	PROJ24-619		89.50	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			765.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			38.91	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			1,004.11	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			149.99	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			188.99	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			252.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			54.06	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			125.53	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			136.55	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			295.52	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			86.45	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			196.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			27.10	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			203.85	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			74.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			177.52	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			120.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			136.60	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			124.68	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			27.74	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Administration	20020			113.40	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Operations & Maintenance	20020			33.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Operations & Maintenance	20020			17.27	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Operations & Maintenance	20020			42.18	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Operations & Maintenance	20020			35.39	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Operations & Maintenance	20020			26.12	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Watershed Development	20020			38.03	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			20.79	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Operations & Maintenance	20020			20.79	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020	PROJ24-513		37.09	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			28.72	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			31.14	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			30.82	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			20.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			269.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			1,320.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			2,507.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			3,286.85	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Water Quality	20020			97.94	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020			43.00	
	US BANK	Charge payoffs - 2578	12/4/2025	General Fund	Public & Governmental Affairs	20020			45.00	
Sum for Charge payoffs - 2578									14,150.36	
110XN31	HEALTH EQUITY INC	110XN31	12/5/2025	General Fund	Administration	60713			250.00	HE HSA DEC 5 DEDUCTIONS
	HEALTH EQUITY INC	110XN31	12/5/2025	General Fund	Public & Governmental Affairs	60713			69.00	HE HSA DEC 5 DEDUCTIONS
	HEALTH EQUITY INC	110XN31	12/5/2025	General Fund	Water Quality	60713			136.53	HE HSA DEC 5 DEDUCTIONS
	HEALTH EQUITY INC	110XN31	12/5/2025	General Fund	Operations & Maintenance	60713			136.53	HE HSA DEC 5 DEDUCTIONS
	HEALTH EQUITY INC	110XN31	12/5/2025	General Fund	Planning	60713			136.00	HE HSA DEC 5 DEDUCTIONS
	HEALTH EQUITY INC	110XN31	12/5/2025	General Fund	Watershed Development	60713			75.00	HE HSA DEC 5 DEDUCTIONS
Sum for 110XN31									803.06	
Nov-25	MICHELLE JULICH-PA	NOVEMBER2025	12/1/2025	General Fund	Administration	63453			5,806.25	LEGAL-NOVEMBER2025
Sum for NOVEMBER2025									5,806.25	
PAN 15-069	JEFF STALBERGER	PAN 15-069	12/8/2025	General Fund	Watershed Development	53191			367.60	P15-069 REVIEW REF-S COON LAKE ESTATES
Sum for PAN 15-069	JEFF STALBERGER	PAN 15-069	12/8/2025	Escrow Fund	Administration	24210			8,155.00	P15-069 ESCROW REF-S COON LAKE ESTATES
PAN 25-032									5,822.60	
Sum for PAN 25-032	NFR PROPERTIES INC	PAN 25-032	12/8/2025	General Fund	Watershed Development	53191			6,580.00	P25-032 REVIEW REF-RADISSON HILLS EAST
SOMPER000827769									6,580.00	
Sum for SOMPER000827769	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	SOMPER000827769	12/5/2025	General Fund	Administration	21050			8,283.82	12052025 PERA PYRL
WEG24-03									8,283.82	
Sum for WEG24-03	ANOKA CONSERVATION DISTRICT	WEG24-03	11/21/2025	General Fund	Public & Governmental Affairs	61549	PROJ24-614		1,400.00	WATER REDUC GRWNT 24-03 POLLINATOR TRNG
Sum Total									1,400.00	
									100,936.47	

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 9  
**ITEM:** 2026 Property Tax Levies

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**FISCAL IMPACT:** Budgeted  
**POLICY IMPACT:** Policy

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**ACTION REQUESTED**

Adopt attached resolution approving 2026 property tax levy of \$6,924,414.00

**PURPOSE & SCOPE OF ITEM**

To levy a tax sufficient for the year 2026 for the purpose of paying the current and increased costs of implementing Minnesota Statutes 103B, 103E, 103F & 114D

**BACKGROUND**

At the September 8, 2025, meeting the Board of Managers adopted an operating budget of \$10,384,562 for District operations in 2026 as required by MS 103D. \$6,924,414.00 of the revenue for that budget is to be derived from property tax.

**COORDINATION**

**Advisory Committees:** Both Advisory Committees reviewed the Rough Draft and Draft Budgets, including the proposed levy, at their July and August meetings.

**Citizen Advisory Committee (CAC):** Presented and discussed the budget and levy with the Citizen Advisory Committee. August 13.

**Technical Advisory Committee (TAC):** Presented and discussed the budget and levy with the Citizen Advisory Committee. August 14.

**ISSUES/CONCERNS**

1. **Initial Proposed Levy Amount:** The levy increase used to balance the preliminary draft is 11.5%.
2. **Impact of Proposed Property Tax Levy:** The payment of homes of various values are shown.
3. **Comments:** No comments have been received since Truth and Taxation statements were published

**IMPLICATIONS**

Under the proposed levy, properties within the District are estimated to pay the following:

<b>Per Home Value</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
\$ 150,000	27.45	33.29	36.58
<b>\$ 200,000</b>	36.60	44.38	48.77
\$ 250,000	45.75	55.48	60.97
<b>\$ 300,000</b>	54.90	66.57	73.16
\$ 350,000	64.05	77.67	85.35
<b>\$ 400,000</b>	73.20	88.76	97.55
\$ 450,000	82.35	99.86	109.74
<b>\$ 500,000</b>	91.50	110.95	121.93

## **OPTIONS**

1. Adopt the proposed levy
2. Adopt a lesser levy
3. Do not adopt a levy and the County will certify the amount reported under the truth and taxation disclosure at the end of September.

## **CONCLUSIONS**

The proposed levy is integrated into next year's work and project planning

## **RECOMMENDATION**

Adopt resolutions approving 2026 property tax levy amounts.



**RESOLUTION 25-06**  
**ADOPTING AND CERTIFYING METROPOLITAN SURFACE WATER**  
**MANAGEMENT TAX LEVY**

**WHEREAS** The Coon Creek Watershed District is established and authorized under Minnesota Statutes 103D; and

**WHEREAS**, The Coon Creek Watershed District has an approved management plan under Minnesota Statutes 103B.231 and is the local water management organization; and

**WHEREAS**, The Coon Creek Watershed District has completed the budget hearings required under Minnesota Statutes 103D.911, subdivision 1; and

**WHEREAS** Minnesota Statutes 103B.241 authorizes a watershed district established under Minnesota Statutes 103D to levy a tax sufficient to pay the increased costs to the District of implementing section 103B.231 costs of preparing a plan or for projects in the plan.

**NOW, THEREFORE, BE IT RESOLVED**, that a tax sufficient to produce \$6,924,414 (Six million nine hundred twenty-four thousand four hundred fourteen and xx/100 dollars) be levied upon all taxable property in the Coon Creek Watershed District, situated in the County of Anoka, Minnesota, for the year 2026 for the purpose of paying the current and increased costs of the District to implement Minnesota Statutes 103B costs of preparing a plan and for projects in the plan.

The question was on the adoption of Resolution number 25-06 and there were \_\_\_\_\_ yeas and \_\_\_\_\_ Nays as follows:

	Yea	Nay	Absent
Hafner			
Lind			
Lund			
Campbell			
McCullough			

Upon a vote, the President, Jim (James) Hafner declared the resolution 25-06 passed.

\_\_\_\_\_  
Jim Hafner CCWD President 12-8-2025

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 10  
**ITEM:** Administrator Transition

---

**AGENDA:** Policy

---

**ACTION REQUESTED**

Appoint Interim Administrator

**PURPOSE**

Establish formal Administrator authority during transition period

**BACKGROUND**

At the September 22, 2025, Board meeting, the Board accepted the retirement of the current District Administrator Tim Kelly effective December 31, 2025.

At the October 13, 2025, Board meeting, the Board approved motions to appoint Mr. Janke as the Interim Administrator with a date to be determined and to establish a subcommittee to proceed with the Administrator recruitment process.

A job announcement has been issued for the Administrator position, with applications due in November. The subcommittee is currently reviewing applications, conducting interviews, and preparing a recommendation for the Board regarding the final candidate. The recruitment process remains ongoing, and further details regarding applicants and interviews are confidential at this stage.

**PERTINENT FACTS**

The Board has not yet formally acted on the effective date of an Interim Administrator.

The current Administrator remains an active employee through December 31, 2025.

**OPTIONS FOR ACTION**

1. Appoint Jon Janke Interim Administrator effective December 9, 2025
2. Appoint Jon Janke Interim Administrator effective January 1, 2026
3. Appoint NAME Interim Administrator effective DATE
4. Decline to appoint an Interim Administrator, leaving the position vacant until a permanent Administrator is hired. In this scenario, the Board or Board Chair would assume the Administrator responsibilities temporarily.

**RECOMMENDATION**

Appoint Jon Janke Interim Administrator Effective \_\_\_\_

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

**MEETING DATE:** December 8<sup>th</sup>, 2025  
**AGENDA NUMBER:** 11  
**ITEM:** Minor Plan Amendment Adoption

---

**AGENDA:** Policy

---

**BACKGROUND**

The proposed minor amendments to the CCWD 2024-2033 Watershed Management Plan (Plan) were released for a 30-day public review period on October 21<sup>st</sup>, 2025, and received no substantive comments or concerns during this review period.

In accordance with MR 8410.0140 subp. 2, the Board of Water and Soil Resources (BWSR) determined that the proposed amendment is minor. The CCWD Board can adopt the minor amendments as proposed and must distribute it within 30 days of adoption according to MR 8410.0140 subp. 5.

**ACTION REQUESTED**

Adopt the minor amendments to the Plan by resolution 2025-07

**PERTINENT FACTS**

CCWD received letters from the Department of Health, Department of Natural Resources, Metropolitan Council, Pollution Control Agency, Anoka County, and the City of Coon Rapids within the 30-day review period all stating they had no comments or concerns with the proposed minor amendments.

BWSR staff commended CCWD for maintaining and keeping its Plan updated.

**OPTIONS FOR ACTIONS**

1. Adopt the minor amendments to the Plan by resolution.
2. Table the decision.

**RECOMMENDATION**

Adopt the minor amendments to the Plan by resolution 2025-07.

**SUPPORTING DOCUMENTS**

Attachment 1: [Proposed minor amendments to the Plan](#) (hyperlinked with draft formatting)

Attachment 2: BWSR letter of minor amendment determination

Attachment 3: Comment letters from agencies

**RESOLUTION NO. 2025-07**

**COON CREEK WATERSHED DISTRICT  
BOARD OF MANAGERS**

**RESOLUTION ADOPTING MINOR AMENDMENTS TO  
THE COON CREEK WATERSHED DISTRICT  
2024-2033 WATERSHED MANAGEMENT PLAN**

WHEREAS, the Coon Creek Watershed District (CCWD) is a metropolitan watershed district with the powers and duties provided under the Minnesota Watershed Law, Minnesota Statutes Chapter 103D, the Metropolitan Surface Water Management Act, Minnesota Statutes Chapter 103B and accompanying Minnesota Rules 8410 (Rules). The CCWD is also the drainage authority as provided in the Drainage Law, Minnesota Statutes Chapter 103E; and

WHEREAS, the CCWD as a metropolitan watershed district on November 12, 2024, in accordance with Minnesota Statutes section 103B.231 and accompanying Rules 8410 adopted its 2024-2033 Watershed Management Plan (Plan); and

WHEREAS, upon review the CCWD determined the current capital improvement program (CIP) of the 2024-2033 Watershed Management Plan should be updated to reflect improved project cost estimates, timing, and project refinement; and

WHEREAS, upon staff recommendation and review the CCWD Board of Managers on September 22, 2025, directed staff to draft proposed amendments to reflect the proposed changes and initiate the minor Plan amendment process as provided under Minn. Rules 8410.0140, Subpart 2; and

WHEREAS, on October 21, 2025, the CCWD in accordance with Minn. Rules 8410.0140, Subpart 2 (B) sent the proposed minor Plan amendments to all relevant Plan review authorities for the 30-day review and comment period; and

WHEREAS, in accordance with Minn. Rules 8410.0140, Subpart 2 (D) the CCWD on November 10, 2025, held a duly noticed public hearing on the proposed minor Plan amendments, receiving no comments or objection from the public; and

WHEREAS, on November 20, 2025, the minor Plan amendment comment period closed without comment of concern by any relevant Plan review authorities or interested member of the public; and

WHEREAS, on November 21, 2025, the CCWD received concurrence from the Minnesota Board of Water and Soil Resources in accordance with Minn. Rules 8410.0140, Subpart 2 (A) that the proposed revisions constitute minor Plan amendments; and

WHEREAS, the CCWD finds that the adoption of the proposed minor amendments to the CCWD 2024-2033 Watershed Management Plan is in accordance with the requirements of law and in the best interests of the public.

NOW, THEREFORE, BE IT RESOLVED, that the CCWD Board of Managers adopts the minor amendments to the CCWD 2024-2033 Watershed Management Plan.

BE IT FURTHER RESOLVED, that the District staff is directed in accordance with Minn. Rules 8410.0140, Subpart 5 to distribute the revised Plan pages to the required review agencies and those on the distribution list and otherwise incorporate the amendments into the CCWD's 2024-2033 Watershed Management Plan.

The question was on the adoption of Resolution No. 2025-07 and there were \_\_\_\_ yeas and \_\_\_\_ nays as follows:

	Yea	Nay	Absent
Hafner			
Lind			
Lund			
Campbell			
McCullough			

Upon vote, the Chair declared the Resolution passed.

---

James Hafner, President  
Coon Creek Watershed District Board of Manages  
Dated: December 8, 2025

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 12  
**ITEM:** 2026 Citizen Advisory Committee Appointments

---

**AGENDA:** Policy

---

**ACTION REQUESTED**

Appoint the 2026 Citizen Advisory Committee members.

**PURPOSE & SCOPE OF ITEM**

To fulfill the requirements of MS 103D.331 through the appointment of an advisory committee. The scope and intent of the Citizen Advisory Committee (CAC) is to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.

**BACKGROUND**

Minnesota Statute 103D.331 states that the Board of Managers “must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.”

At the October 10, 2011, meeting the Board adopted policy 1.8.1-Citizen Advisory Committee (CAC) and approved a plan to advertise and select Citizens for this CAC.

At the December 14, 2020, meeting the Board adopted revisions to policy 1.8.1-Citizen Advisory Committee (CAC). These revisions included:

- Committee size limited to 9 members: 7 citizens and 2 Agency representatives
- All interested applicants must apply by November 15th to be considered for service in the following year
- Recruiting efforts should focus on recruiting one member of a sporting organization and one member of a farm or agricultural organization
- All appointments are for one year and are to be renewed in December or January

At the January 22, 2024, meeting the Board adopted the following revision to policy 1.8.1 Section 6.2a.

- Applications to serve on the CAC will be accepted year-round and considered for appointment at the next regular meeting following receipt of a completed application.

The 2025 Citizen Advisory Committee will end with 8 members (6 citizen + 2 agency).

All current CAC members have indicated an interest in continuing to serve in 2026 and a new CAC application has been received.

## **COORDINATION**

Backgrounds for the existing members seeking re-appointment are attached to this report.

## **PERTINENT FACTS**

1. Committee Size: The 2025 Citizen Advisory Committee will end with 8 members (6 citizen + 2 agency)
  - 1) Barbara Goodboe-Bisschoff, Spring-Lake Park City Council representative
  - 2) Paddy Jones, Ham Lake
  - 3) Jason Margl, Andover
  - 4) Gary Nereson, Crooked Lake Area Association representative
  - 5) David Petry, Coon Rapids
  - 6) Nathan Schneider, Coon Rapids
  - 7) Anoka Conservation District representative – Jim Lindahl
  - 8) Anoka County representative – Joe MacPherson
2. All current members have indicated an interest and ability in continuing to serve.
3. On Monday, November 3<sup>rd</sup> District staff received a CAC application from Blaine resident John Lilly. Mr. Lilly's application has been reviewed by staff and deemed complete. The application is attached for Board review and consideration per CCWD policy 1.8.1.

## **OPTIONS FOR ACTION**

1. Approve the re-appointment of all current CAC members requesting re-appointment, and appoint Mr. Lilly
2. Approve the re-appointment of all current CAC members requesting re-appointment, and do not appoint Mr. Lilly.
3. Defer decision to the next board meeting.

## **CONCLUSION**

1. The 2026 Citizens Advisory Committee needs to be appointed in or before January 2026.
2. The first CAC meeting for 2026 is scheduled for Wednesday, January 14, 2026.

## **RECOMMENDATION**

1. Appoint the 2026 Citizens Advisory Committee members.

Background Summary of CAC Member(s) Seeking Reappointment for 2026				
Name	City	Background/ Interests	Occupation	Represent
Barbara Goodboe-Bisschoff	Spring Lake Park	Avid gardener, Mississippi River habitat restoration volunteer	Worked for law firms, had real estate license	SLP Council member
Paddy Jones	Ham Lake	give back to community; Protect clean water	Semi-retired programmer analyst; Election judge	Ham Lake Resident, Rural landowner
Gary Nereson	Andover	Water quality, management, leadership experience	Retired business owner	Crooked Lake Area Association representative
Jason Margl	Andover	Preserving local water resources and ecosystems	Supply Chain Management	Andover Resident
David Petry	Coon Rapids	Educational background in restoration and ecology. Lives on Sand Creek. Interested in positive community impact.	Project Manager at Rice Creek Watershed District	Coon Rapids Resident
Nathan Schneider	Coon Rapids	Former National Guardsman. Recently moved to Coon Rapids. Interested in environmental stewardship.	Part owner of Trove Brewing Co. and VP at Invictus Brewing Co.	Coon Rapids Resident
Jim Lindahl	N/A	Appointed by Anoka Conservation District		Anoka Conservation District Representative
Joe MacPherson	N/A	Appointed by Anoka County		Anoka County Representative

Background Summary of CAC Applicant(s) Currently Seeking Appointment				
Name	City	Background/ Interests	Occupation	Represent
John Lilly*	Blaine	40 years at the MN DNR. Interested in the monitoring and improvement of natural resources.	Retired from the MN DNR. Current volunteer with the Children's Hospital and the Conservation Corps.	Blaine Resident

\*See attachment for John Lilly's complete application





NOV 03 2025  
**COON CREEK**  
WATERSHED DISTRICT

# Citizen Advisory Committee Member Application Part 1

Date

10/29/25

Type



New



Re-application

Name

JOHN G. LITLY

Residency  
address

City, State, Zip

Email

Phone

Mailing  
address (if  
different from  
residency)

**Are you available to attend monthly meetings  
& take an active role in working with the Coon  
Creek Watershed District Board of Managers?**



Yes



No

## Member Category



City/County Official



Citizen



Farmer



Outdoor organization



Other:

## Occupation

RETIRED - STATE DNR - 40 YRS

**Qualifications** (education or background related  
specifically to civic, professional, volunteer, or  
governmental boards or commissions)

FOREST RES. DEV. DEGREE -  
UNIV. OF MIN. "91"  
40 YRS - STATE DEPT. OF NAT.  
RESOURCES/PARKS  
VOLUNTEER - CHILDREN'S HOSP.  
& HEALING HARTS (4 yrs)  
BOARD CHAIR - CCM+I (CON. CORP)

## Reasons for wanting to serve:

Everything needs to be  
monitored & improved -  
especially our resources.  
Our new ownership needs  
our guidance.

**List any financial interests or associations you have that may present a conflict of interest**

N/A

**Please read and complete Part 2 of this application, Member Expectations and Data  
Practices Advisory. After completing Part 2, please return the signed form by either:**

Mailing a physical copy to  
Coon Creek Watershed District  
13632 Van Buren St NE  
Ham Lake, MN 55304

OR

Scanning or photographing a copy and  
emailing it to [info@cooncreekwd.org](mailto:info@cooncreekwd.org) with  
"CAC Member Application" in the email subject  
line



# Citizen Advisory Committee

## Member Application Part 2

### Member Expectations

This is a volunteer position with no reimbursement, except possibly for conference attendance.

The Coon Creek Watershed District (CCWD) expects CAC members to:

- Attend a new member orientation
- Make a serious commitment to actively participate in CAC work
- Notify the staff liaison if unable to attend meetings
- Prepare for meetings and reviews
- Become familiar with the CCWD Mission and CAC role
- Understand the roles and relationships of the CAC and the CCWD staff and Board of Managers
- Get to know other CAC members to build a working relationship
- Reflect the perspectives of the watershed's diverse constituency in discussions and decision-making
- Serve the CCWD in a professional and non-partisan manner
- Support the majority decision on issues decided by the CAC and the CCWD Board of Managers at meetings and when representing CCWD at other forums, even if personal opinions are different
- Refrain from making public comments and statements that would misrepresent or negatively represent the CCWD, its decisions or policies including written or verbal comments to the media, on blogs, websites, or other forums where it is foreseeable that the comments will become known to the public

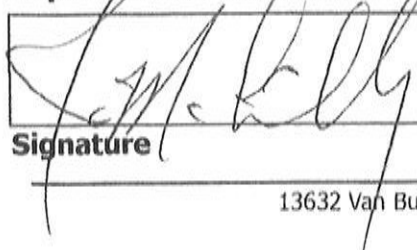

### Data Practices Advisory

The following information requested above is classified as private data under the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA): your address, telephone numbers, and email address. Other information you provide in response to questions asked will be public data and so your responses should be limited to your education, training, employment, volunteer work, and any other aspects of your background and interests you do not consider to be private. If you are appointed to the Citizen Advisory Committee your address, telephone numbers, and email address will become public data.

Private data are data that generally may not be released to the public. The information classified as private data is requested so that the appointing authority can confirm your eligibility to serve on the Citizen Advisory Committee and contact you about your application. You are not legally required to provide this information; however, if you don't do so, the appointing authority may not be able to confirm your eligibility or communicate with you in a timely way.

The private data will be maintained by the Coon Creek Watershed District in accordance with the MGDPA and will be accessible to those within the Coon Creek Watershed District who reasonably require access in order to administer the appointment process.

**I certify that the information on this application is correct and that I understand the Expectations and Data Practices Advisory listed above:**

	
Signature	Date

13632 Van Buren St NE | Ham Lake, MN 55304 | 763.755.0975 | [www.cooncreekwd.org](http://www.cooncreekwd.org)

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 13  
**ITEM:** Request to Award Work on Sand Creek Geotechnical Services

---

**AGENDA:** Policy

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**BACKGROUND**

In 2024, the District received a ranked order study of stream crossings that limit fish passage. The main goal of the study was to evaluate stream crossings for replacement to restore stream connectivity and fish passage to address biotic impairments within the District, known as Aquatic Organism Passage (AOP). The Xeon Boulevard crossing on Sand Creek ranked among the highest and most significant barriers for habitat connectivity and restoration. A feasibility design and cost estimate has been completed for the site, along with planning, coordination, and support with the City of Coon Rapids, DNR, and Met Council. In the spring of 2025 the CCWD Technical Advisory Committee (TAC) voted to commit BWSR Watershed Based Implementation grant funding to the project, enabling replacement of the 2 current perched culverts with a pre-cast span bridge that will allow for fish passage. Furthering plan design to the 60% phase hinges upon the condition of the existing soils and potential impact to the underlying sanitary line, which are currently unknown. The engineer's recommendation is to complete geotechnical exploration to further refine the design, cost estimates, and to satisfy Met Council's concern for impact to an adjacent sanitary line.

**ACTION REQUESTED**

Review quotes and award contract for the Sand Creek Xeon Boulevard Geotechnical Services.

**COORDINATION**

1. September 13, 2021: Board approved the 2022 budget including Aquatic Organism Passage (AOP) Phase 1: District study and rankings
2. September 12, 2022: Board approved the 2023 budget to include feasibility funding for concept designs and opinion of probable cost for top-ranking AOP projects
3. September 9, 2024: Board approved the 2025 budget including the 2025 AOP Crossing Enhancement implementation at Sand Creek Xeon Boulevard
4. April 22, 2025: DNR completes stream survey and design recommendations for the project
5. July 31, 2025: Stantec completes 30% design plans for the project
6. September 26, 2025: CCWD, City of Coon Rapids, and Met Council meet to determine geotechnical survey and report needs for sanitary sewer underlying Xeon Boulevard crossing of Sand Creek for further crossing replacement design
7. October 20, 2025: Proposed soil boring locations approved by Met Council

8. October 24, 2025: Request for quotes was distributed to six geotechnical companies
9. November 7, 2025: Quotes were due to the District Engineer by 1:00PM
10. December 8, 2025: Request to select contractor to award work

## **PERTINENT FACTS**

**Funding** Work to be paid for through the 2025 budget of \$79,500 for Operations and Maintenance AOP Crossing Enhancement

**Estimate** \$5,700-\$12,500 for 2 boring locations, analysis and report. In the last three years, geotechnical service quotes submitted for District projects have ranged from \$3,000-\$5,000 per site. Costs vary depending on specific site considerations and requirements.

**District Engineer**-Stantec completed the 30% designs for the proposed AOP crossing and culvert replacement and provided the specifications to include in the request for quotes for geotechnical services.

**District Attorney**-will review the Construction Services Agreement contract before execution with the awarded contractor.

**Approvals**-all work is located on City-owned land. The City has been involved in the project design and geotechnical survey discussion, are aware of the proposed work, and have provided written authorization to proceed with the proposed geotechnical exploration work. An Anoka County right-of-way permit will be executed for site access off Northdale Boulevard NW prior to the start of work.

**Prequalified companies**: Quotes were solicited from a short list of six pre-qualified responsible companies that have experience in this type of work, have successfully worked with the District in the past and/or have a prior work experience portfolio that meets the scope of work.

## **ISSUES/CONCERNS**

**Neighboring properties**- Xeon Boulevard is the main road to the Mary T properties that host mixed uses of assisted living, multi-unit residential and hospice care. Work will not directly impact these properties, however, traffic control will be used on the road and may cause delays. Drilling equipment may be heard or seen but will be low-impact. Staff will communicate with neighboring properties about the geotechnical work and proposed Xeon Boulevard crossing replacement.

**Sand Creek – Xeon Boulevard site accessibility**: The 2 soil boring locations for this site are adjacent to the roadway. We believe the contractor can safely access the soil boring locations under normal conditions. However, should access prove problematic due to trees, road signage, etc.; we will work with the awarded company to explore and implement alternative methods to obtain the necessary data.

## QUOTES

4 of the 6 solicited companies submitted quotes prior to the submittal deadline.

**Quote Completeness:** Stantec and staff reviewed quotes for completeness.

Plan Holder	Quote Signed	Quote Schedule Filled Out	Quote Information Required
American Engineering Testing, Inc.	Yes	Yes	Yes
Braun Intertec	Yes	Yes	Yes
Haugo Geotechnical Services	Yes	Yes	Yes
Kilo Engineering, LLC	Yes	Yes	Yes

## Costs:

Company	Quote	Rank
American Engineering Testing, Inc.	\$7,900.00	3
Braun Intertec	\$12,425.00	4
Haugo Geotechnical Services	\$6,620.00	2
Kilo Engineering, LLC	\$5,665.00	1

## OPTIONS FOR ACTIONS

1. Award contract to lowest responsible quote
2. Table action until next meeting with statement of reason and need
3. Reject all quotes
4. Requote project
5. Cancel project

## CONCLUSION

Multiple competitive quotes were received in which Kilo Engineering, LLC provided the lowest responsible quote and has a prior project portfolio that meets the requirements of the work that has been solicited.

## RECOMMENDATION

Award Sand Creek Geotechnical Services contract to Kilo Engineering, LLC

Detailed Quote Summary			Unit Price	Unit Price	Unit Price	Unit Price
Item	Unit	Estimated Quantity	American Engineering Testing, Inc.	Braun Intertec	Kilo Engineering, LLC	Haugo Geotechnical Services
Mobilization (including health and safety, utility clearances)	LS	1	\$1,150.00	\$3,096.00	\$1,082.00	\$2,275.00
Site 1 (SB1) Drilling, Sampling, & Abandonment - 35 Foot Depth	EA	1	\$1,625.00	\$2,605.50	\$1,277.50	\$1,120.00
Site 2 (SB2) Drilling, Sampling, & Abandonment - 35 Foot Depth	EA	1	\$1,625.00	\$2,605.50	\$1,277.50	\$1,225.00
Laboratory Services	LS	1	NA	\$480.00	\$428.00	NA
Report	EA	2	\$3,500.00	\$3,638.00	\$1,600.00	\$2,000.00
			<b>\$7,900.00</b>	<b>\$12,425.00</b>	<b>\$5,665.00</b>	<b>\$6,620.00</b>

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 14  
**ITEM:** Grant Agreement with MPCA for NKE Phase 2

---

**AGENDA:** Policy

---

**ACTION REQUESTED**

Authorize execution of a grant agreement with MPCA towards implementation of the Sand and Coon Creeks Nine Key Elements Plan Phase 2 Project

**PURPOSE & SCOPE OF THE ITEM**

To authorize execution of a grant agreement with the MN Pollution Control Agency for a \$310,191.44 federal Clean Water Act Section 319 grant for implementation of the Coon and Sand Creeks Nine Key Elements (NKE) Plan Phase 2 project. Staff have not yet received a copy of the grant agreement, but anticipate receiving it prior to the end of the calendar year. The proposed grant workplan and budget are attached for reference (see 15-1) along with an example of the most recent MPCA grant agreement for the NKE Phase 1 project (see 15-2).

**BACKGROUND**

In 2020, CCWD was selected as one of thirty-five local government units statewide to receive dedicated federal Clean Water Act Section 319 funding as part of the MPCA's "[319 Small Watersheds Focus Program](#)". As part of this program, participants work with MPCA to develop a detailed nine-element plan to address non-point source pollution following EPA's guidance and receive four, four-year grant awards spanning sixteen years to implement the activities included in the approved [NKE plan](#). CCWD received the first round of grant funding in 2022 and is scheduled to receive subsequent grants in 2025, 2029, and 2033.

Grant funds can only be used to address unregulated, non-point source pollution such as agricultural runoff, domestic pet waste, and streambank erosion opposed to regulated sources of pollution such as projects for compliance with NPDES MS4 stormwater permits. CCWD has successfully administered federal 319 grant funds for bank stabilization and stream restoration projects such as the Lower Sand Creek, Middle Sand Creek, and Lower Coon Creek Corridor Restoration projects including the Coon Rapids Dam Regional Park trail crossing enhancement project completed in 2025 as part of NKE Phase 1 workplan.

The proposed NKE phase 2 workplan includes installation of additional aquatic organism enhancement and bank stabilization practices at one or more priority sites along mainstem Sand and/or Coon Creeks, restoring connectivity to at least 0.5 miles of stream and reducing total suspended sediment and total phosphorus by at least 3 tons and 2.55 pounds per year, respectively. This project is intended to address aquatic life impairments

in Sand and Coon Creek by making progress towards reducing both pollutant and non-pollutant stressors. Final site selection is to be determined in consultation with landowners and to align with planned reconstruction or maintenance work; the current top-ranking project sites include the low-head weir in Lower Coon Creek and railroad crossings in Lower Coon Creek, Sand Creek, and Ditch 57. The proposed project implementation timeline is 2026-2028.

### **COORDINATION**

Improving aquatic organism passage and stabilizing active erosion in both Sand and Coon Creeks are high priority implementation actions included in the District WRAPS, NKE Plan, and Comprehensive Plan.

### **ISSUES/CONCERNS**

**Funding:** The grant agreement requires a minimum of 40% local match or \$206,795 which was included in the 2026 budget under PROJ-26-315, AOP Enhancement Phase II.

**Grant Agreement:** There has been a delay in receiving the grant agreement language from MPCA, but an example of a recent past agreement is attached for reference. Staff does not anticipate major changes in contract terms, but will ensure the agreement is reviewed by the District Attorney prior to execution.

### **IMPLICATIONS**

Authorizing execution of this grant agreement will require the District to provide a minimum of \$206,795 in local match funds; these funds are already included in the approved 2026 budget.

### **PRIOR DECISIONS**

1. September 8, 2026: Approval of the 2026 budget including the Aquatic Organism Passage Enhancement Phase 2 Project

### **OPTIONS**

1. Authorize execution of a grant agreement with MPCA towards implementation of the Sand and Coon Creeks Nine Key Elements Plan Phase 2 Project
2. Table action until next meeting with statement of reason and need

### **CONCLUSIONS**

Executing a grant agreement for implementation of the NKE Phase 2 Project allows local funds to be leveraged with federal grant funds to achieve required pollutant reductions and address non-pollutant stressors for Sand and Coon Creek.

### **RECOMMENDATION**

Authorize execution of a grant agreement with MPCA towards implementation of the Sand and Coon Creeks Nine Key Elements Plan Phase 2 Project

### **ACTION/IMPLEMENTATION STEPS**



District Administrator or Board President to execute grant agreement once received from MPCA and reviewed by Attorney.

SWIFT Contract number: X  
Agency Interest ID: 185917  
Activity ID: X**Project title:** Sand and Coon Creeks Nine Key Elements (NKE) Plan Phase 2**1. Project summary:****Organization:** Coon Creek Watershed District (CCWD)**Contractor contact****name:** Tim Kelly or Successor**Title:** District Administrator**Address:** 13632 Van Buren St NE  
Ham Lake, MN 55304**Phone:** 765-755-0975[tkelly@cooncreekwd.org](mailto:tkelly@cooncreekwd.org); cc:**Email:** [jdauphinais@cooncreekwd.org](mailto:jdauphinais@cooncreekwd.org)**Minnesota Pollution Control Agency (MPCA) contact:****MPCA project****manager:** Kate MacDonald**Title:** Watershed Project Manager**Address:** 520 Lafayette Rd N  
St. Paul, MN 55155**Phone:** 651-757-2453**Email:** [Kate.MacDonald@state.mn.us](mailto:Kate.MacDonald@state.mn.us)**Brief project summary**

Coon Creek and its primary tributary, Sand Creek, are impaired for aquatic life and recreation. The primary stressors impacting aquatic life were determined to be excess sediment, excess phosphorus, altered hydrology, and poor habitat including loss of connectivity. Both creeks have established pollutant load reduction targets for total suspended solids (TSS) and total phosphorus (TP) as part of the 2016 Coon Creek Watershed Total Maximum Daily Load (TMDL). The primary sources of excess sediment and particle-bound phosphorus were determined to be streambank erosion and regulated urban stormwater runoff. To address non-point sources of TSS and TP attributable to streambank erosion, the CCWD NKE document for Sand and Coon Creeks calls for implementation of 45 streambank stabilization projects totaling 20,750 linear feet to reduce TSS loading by 920 tons per year. To address non-pollutant stressors to aquatic life, it is also necessary to address the poor in-stream habitat and loss of connectivity. The CCWD NKE document called for completion of a study analyzing all stream crossings for fish passage and subsequent removal of the top three barriers to fish passage in the Sand and Lower Coon Creek sub-watersheds.

In 2023, CCWD contracted Stantec to complete a comprehensive assessment of all stream crossings along mainstem Coon and Sand Creeks to identify barriers to aquatic organism passage (AOP). This assessment evaluated factors impacting AOP including elevation differences, slope, velocity, substrate, culvert length, and cross-sectional area; all crossings were classified as “No Barrier”, “Insignificant Barrier”, “Minor barrier”, “Moderate Barrier”, or “Significant Barrier”. Stream crossings were prioritized for future enhancement projects based on their severity ranking, position along the stream, and the distance upstream to the next crossing

ranked moderate or worse. Twelve barriers were ranked as moderate or worse with the limiting parameters for all top-ranking crossings being either the extent of the outlet drop (perched culverts) or level of constriction (undersized cross-sectional area compared to stable channel geometry).

In order to mitigate AOP concerns at priority crossings, CCWD will pursue upgrading current crossings with properly sized culverts/bridges and/or installation of in-channel grade control structures to alleviate perched conditions. Two priority crossings are currently in the process of being addressed (see NKE Phase 1 project and active CWF WBIF MN BWSR grant). CCWD is proposing to use the current 319 grant funds to design and construct at least one additional AOP enhancement project located at one or more of the top ten remaining priority crossings identified along Sand and/or Coon Creeks (Figure 1).

Target sites for enhancement projects as part of this work plan are those with barriers ranked moderate or worse that could likely occur within the next three years including Lower Coon Cr at Vale St Weir, Lower Coon Cr at BNSF Railroad, Sand Cr at BNSF Railroad, and Upper Coon Cr (Ditch 57) at BNSF Railroad. The design will depend on final site selection, but may include increased culvert cross sectional area including installation of floodplain culverts, lowered culvert elevations, downstream grade stabilization structures to create step pools, placement of substrate within culverts, etc. In conjunction with the AOP enhancement project, all actively eroding streambanks and channel scour in the vicinity of the crossing(s) will be stabilized using vegetative riprap, robust bioengineering practices, or grade stabilization BMPs. CCWD maintains a comprehensive inventory of all actively eroding streambanks which includes sites at or near priority crossings (Figure 2). The proposed project will restore connectivity to a minimum of 0.52 miles of impaired stream and reduce TSS and TP loading by at least 3 tons per year and 2.55 pounds per year, respectively. These estimates are based on addressing AOP concerns and active erosion at the stream crossing site with the most conservative measurable outcomes. Actual measurable outcomes will likely exceed these minimum estimates (up to 8.6 miles of stream connectivity restored and reductions of up to 10.3 tons TSS and 8.75 lbs TP per year).

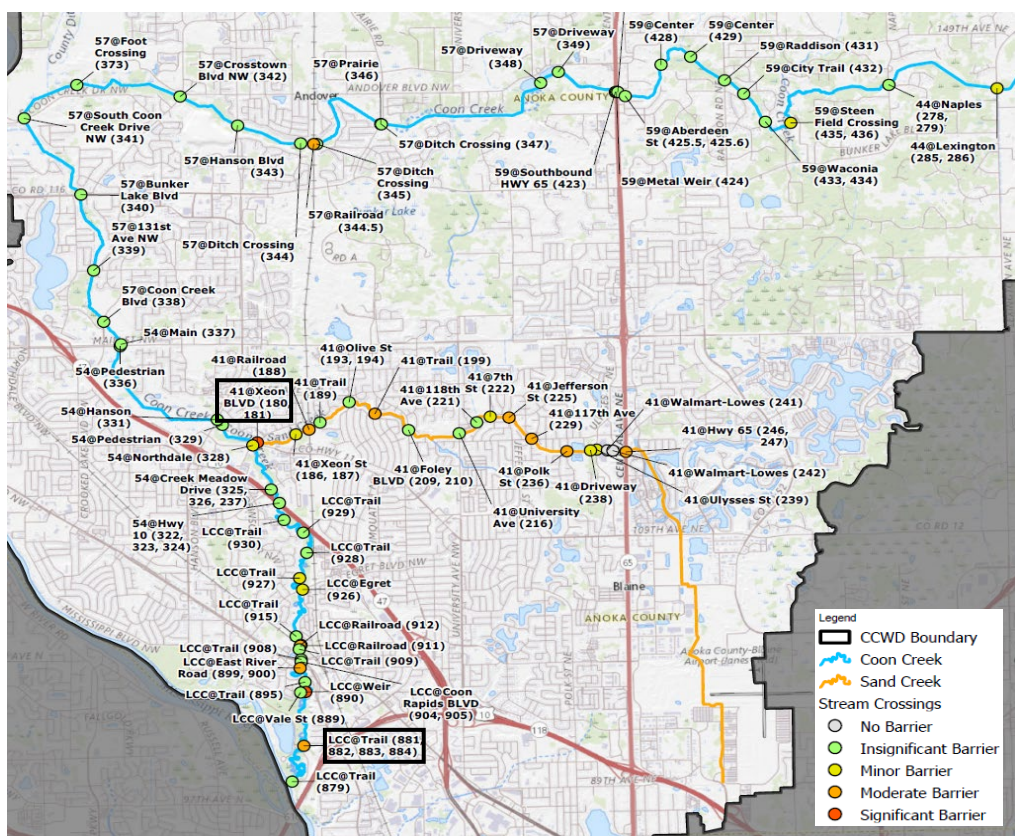


Figure 1. Map of stream crossings along Coon and Sand Creeks in Anoka County, MN indicating the degree of severity of barriers to aquatic organism passage. Labels indicate the name of the crossing and identification number of structures. Crossed out labels have already been addressed and boxed labels reflect the next top-priority crossings for enhancement.

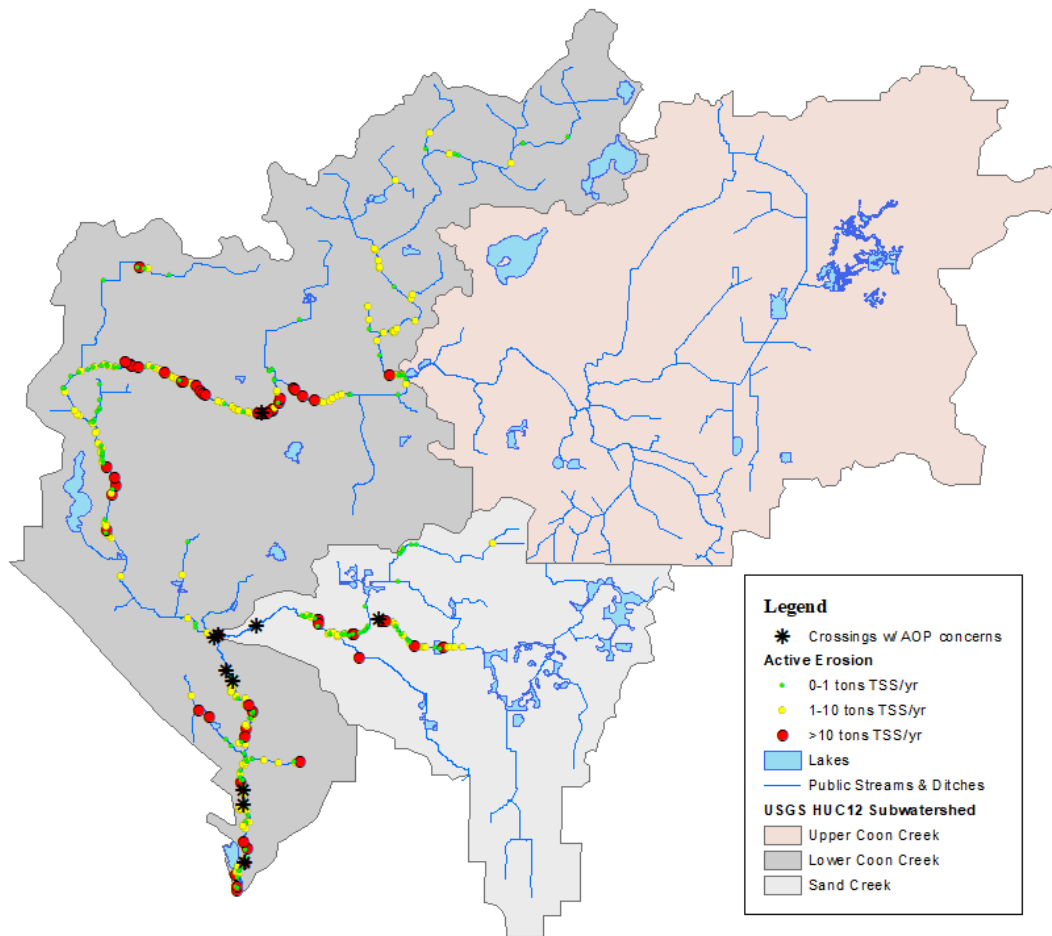


Figure 2. Map of active bank erosion along Coon and Sand Creeks based on comprehensive CCWD annual inspection results; eroding banks are shown in relation to location of streams crossings ranked as moderate or worse barriers to aquatic organism passage. Total Suspended Solids (TSS) loading was calculated using the NRCS direct volume method. Channel bed scour is not mapped.

## 2. Workplan detail

**Objective 1:** Implement Aquatic Organism Passage (AOP) and streambank stabilization best management practices (BMPs)

**Task A:** Site refinement and BMP design. Finalize site selection and complete engineering design plans.

**Subtask 1:** Communicate with owners of priority crossings and regulatory agencies to coordinate implementation of joint project(s) and obtain appropriate permissions (e.g. JPA, MOU, or other Cooperator's agreement)

**Subtask 2:** Finalize site selection to one or more sites of the 10 priority sites identified in the CCWD AOP study based on landowner willingness, attainability of environmental permits for construction within desired timeline (and funding availability).

**Subtask 3:** District Engineer to complete design plans and bid packet for selected site(s)

**Responsible Staff:** CCWD Director of Operations; CCWD Field Operations manager; CCWD Water Quality Coordinator; District Engineer, P. E.

**Task B:** Installation of BMPs for AOP enhancement and streambank/bed stabilization

**Subtask 1:** Installation of AOP BMPs such as replacement of undersized culvert(s) with structures with adequate capacity and dimensions, installation of flood bench culvert(s), installation of grade stabilization structures/creation of step pools

**Subtask 2:** Stabilize all active streambank erosion and scour within the vicinity (at least 20x mean stream width upstream and downstream) of selected crossing(s) using vegetated riprap or robust bioengineering practices. Incorporate structures such as cross vanes and J-hooks to redirect flow and enhance in-stream habitat as feasible.

**Subtask 3:** Construction oversight to be provided by CCWD staff and the District Engineer (Stantec consultant) during active construction period.

**Responsible Staff:** CCWD Director of Operations; CCWD Field Operations manager; CCWD O&M Inspector; CCWD Project Manager; District Engineer, P. E.

BMP Implementation	Goal	Units
Crossing Enhancements	≥1	# Crossings
Bank Stabilization	≥150	# Linear Ft

**Objective 2:** Project and Grant Management including communication, expenditure tracking, and reporting.

**Task A:** General project management

**Subtask 1:** Regular planning and progress meetings and communications between project team and external partners including quarterly check ins with MPCA project manager.

**Subtask 2:** Bidding/ contract management

**Subtask 3:** Project file organization, work plan progress tracking

**Task B:** Expenditure tracking, invoicing, and reporting

**Subtask 1:** Expenditure tracking and payment of bills

**Subtask 2:** Prepare and submit semiannual invoices to MPCA for reimbursement.

**Subtask 3:** Prepare and Submit to the MPCA for review and approval semi-annual reports in a format prescribed by the State. Semi-Annual Reports shall be due to the State each February 1 and August 1 during the life of the Agreement. The January 1 - June 30 reporting period will be addressed in the August 1 report; the July 1 - December 31 reporting period will be addressed in the February 1 report. Payments shall be withheld if reporting requirements have not been met.

**Responsible Staff:** CCWD Water Quality Coordinator; CCWD Director of Operations; CCWD Field Operations Manager; CCWD Project Manager; CCWD Financial Management Coordinator

**3. Measurable outcomes**

BMP/Activity	TSS Reduction (t/yr)	TP Reduction (lb/yr)	Miles of Connectivity Restored
AOP improvement			≥0.52
Streambank and bed Stabilization	≥3	≥2.55	
<b>Total estimated reductions</b>	<b>3</b>	<b>2.55</b>	<b>0.52</b>

#### 4. Project budget

	Grant	Match	Total
Objective 1.	310,191.44	191,795.00	501,986.44
Objective 2.	0.00	15,000.00	15,000.00
<b>Total</b>	310,191.44	206,795.00	516,986.44

**\*Staff rates shall not exceed the following hourly rates:**

Staff #1: Director of Operations	\$96.09	Staff #4: WQ Coordinator	\$85.58
Staff #2: O&M Field Ops Manager	\$61.53	Staff #5 Project Manager	\$65.00
Staff #3: O&M Inspector	\$45.00	Staff #6 Financial Mgmt Coord	\$76.59

\*No classifications beyond those listed here shall perform work for the project without prior written approval from the MPCA.



# Grant Agreement

State of Minnesota

*Doc Type: Contract/Grant*

SWIFT Contract Number: 208595

Agency Interest ID: 185917

Activity ID: PRO20210001

This Grant Agreement is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 ("MPCA" or "State"), and **Coon Creek Watershed District**, 13632 Van Buren Street NE, Ham Lake, MN 55304 ("Grantee")

## Recitals

1. Under Minn. Stat. § 116.03, subd. 2, the State is empowered to enter into this grant.
2. The State is in need of the **Sand and Coon Creeks Nine Key Elements (NKE) Plan Phase 1** project.
3. Grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. § 16B.97](#), subd. 4(a)(1).
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to [Minn. Stat. § 16B.98](#), subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

## Grant Agreement

### 1. Term of Grant Agreement

- 1.1 **Effective date: June 13, 2022**, Per [Minn. Stat. § 16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. § 16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.
- 1.2 **Expiration date: August 31, 2025**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of terms.** The following clauses survive the expiration or cancellation of this grant agreement: Indemnification; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

### 2. Grantee's Duties

The Grantee, who is not a state employee, will perform the duties specified in **Attachment A**, which is attached and incorporated into this grant agreement.

### 3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.



#### 4. Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

(a) **Compensation.** The Grantee will be paid according to the breakdown of costs contained in **Attachment A** which is attached and incorporated into this grant agreement. Grantee certifies they will provide no less than 40% (forty percent) of the total project cash as cash match or in-kind services, using non-federal funds and/or resources.

(b) **Travel expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) **Total obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$320,705.50 (Three Hundred Twenty Thousand Seven Hundred Five Dollars and Fifty Cents).**

#### 4.2 **Payment**

(a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: **at least quarterly, along with the updated workplan budget showing current expenditures and budget balances**, and be received within 30 (thirty) days from the end of each quarter.

Invoices must be emailed to [mpca.ap@state.mn.us](mailto:mpca.ap@state.mn.us), and contain the following information:

- Name of Grantee
- Grantee project manager
- Grant amount
- Grant amount available to date
- Invoice number
- Invoice date
- MPCA project manager
- SWIFT Contract No.
- Invoicing period (actual working period)
- Subcontractors invoices, if applicable
- Itemized labor, equipment, lab fees, shipping expenses, mileage and subcontractor charges, etc.
- Time and material breakdown of invoice. Amount billed to date for work, including this invoice
- Receipts for supplies, shipping, lab fees and any other subcontractor invoices must be attached



- Per diem expenses submitted on travel expense forms and receipts may be requested to be submitted with invoice
- Matching fund summary

If there is a problem with submitting an invoice electronically, please contact the Accounts Payable Unit at 651-757-2491.

The Grantee shall submit an invoice for the final payment within 15 (fifteen) days of the original or amended end date of this grant contract. The State reserves the right to review submitted invoices after 15 (fifteen) days and make a determination as to payment.

**(b) Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through Section 319 (h), CFDA number 66.460 of the Federal Clean Water Act. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

<https://www.epa.gov/grants/grant-terms-and-conditions>

**(c) Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

#### 4.3 **Contracting and Bidding Requirements**

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

**(a)** For projects that include construction work and have a total project cost of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:  
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

## 5. **Conditions of Payment**

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative/MPCA's Project Manager and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6. **Authorized Representative**

The State's Authorized Representative/Project Manager is **Brittany Faust**, 520 Lafayette Road North, St. Paul, MN 55155-4194, 651-757-2596, [Brittany.Faust@state.mn.us](mailto:Brittany.Faust@state.mn.us), or their successor, and has the authority to monitor the Grantee's performance and to accept the services provided under this agreement. If the services are satisfactory, the MPCA's Project Manager will certify acceptance of each invoice submitted for payment.

The Grantee's Authorized Representative is **Tim Kelly**, 13632 Van Buren Street NE, Ham Lake, MN 55304, (763) 755-0975, [tkelly@cooncreekwd.org](mailto:tkelly@cooncreekwd.org), or their successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## **7. Assignment, Amendments, Change Orders, Waiver, and Grant Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Change orders.** If the State's Project Manager or the Grantee's Authorized Representative identifies a change needed in the workplan and/or budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Contract/Agreement, or cause an extension of the term of this Agreement. Major changes require an Amendment rather than a Change Order.

The Change Order Form must be approved and signed by the State's Project Manager and the Grantee's Authorized Representative **in advance of doing the work**. Documented changes will then become an integral and enforceable part of the Agreement. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

- 7.4 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.5 **Grant agreement complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## **8. Indemnification**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

## **9. State Audits**

Under [Minn. Stat. § 16B.98](#), subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and

approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **10. Government Data Practices and Intellectual Property**

10.1 ***Government data practices.*** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

### **10.2 *Intellectual property rights***

**(a) *Intellectual property rights.*** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this grant agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

#### **(b) *Obligations.***

- (1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee

represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.]

## 11. Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## 12. Publicity and Endorsement

- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from

this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

### 13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

### 14. Termination

14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30-days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for insufficient funding.** The State may immediately terminate this grant agreement if:

- (a) Funding is withdrawn by the United States Environmental Protection Agency
- (b) It does not obtain funding from the Minnesota Legislature.
- (c) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

### 15. Data Disclosure

Under [Minn. Stat. § 270C.65](#), subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

To protect Grantee's personal data, Grantee is strongly encouraged to obtain and use a Minnesota tax identification number.

## 16. Reporting Requirements

The Grantee shall submit to the State for review and approval Semi-Annual reports in a format prescribed by the State. These reports shall be due to the State each **February 1** and **August 1** throughout the life of this grant agreement.

If water quality monitoring is applicable, all monitoring data collected during the project must be submitted annually and reported in EQulS (MPCA's monitoring database) each **November 1** throughout the life of this grant agreement. The MPCA has developed an EQulS format for an Electronic Data Deliverable (EDD). This format is called the MPCA LAB\_MN and is available at the following: <http://www.earthsoft.com/products/edp/edp-format-for-mnpca/>. Analytical data must be provided in the MPCA LAB\_MN format within the first year of the grant agreement.

If Best Management Practices (BMPs) are installed, a summary of the reporting year's BMPs and pollutant load reductions must be entered annually into the eLINK (supported by the Minnesota Board of Water and Soil Resources) database each **February 1** throughout the life of the grant agreement.

No later than thirty days before the end date of this grant agreement, the Grantee shall provide the State with one electronic copy of all final products produced under this grant agreement, including reports, publications, software and videos.

A Final Progress and Financial Report, in a format prescribed by the State, shall be due no later than 15 (fifteen) days before the expiration date of the grant agreement. Final payment will not be made to the Grantee until the final report is received and approved by the MPCA's Project Manager.

**Payments may be withheld from grantees until all reporting requirements have been met.**

## 17. Quality Assurance

No costs for environmentally related measurements or data generation can be incurred by any entity other than the MPCA, until quality assurance practices for the project are documented and approved by the MPCA. If quality assurance practices are approved, costs for environmentally related measurements or data generation shall be reimbursable. [40 C.F.R. 31.45.]

All water monitoring programs and projects that involve environmental data acquisition from direct measurement activities or laboratory analysis must have an approved Quality Assurance Project Plan (QAPP) to ensure that the data collected are of known and suitable quality and quantity. The Contractor shall cooperate in the State's development of the QAPP, as necessary, and comply with the requisite elements of the plan.

## Signatures

Title	Name	Signature	Date
Encumbrance Verification	Katie Shea	DocuSigned by:  1C7A9AE6E72C42D...	June 9, 2022

District Administrator      Tim Kelly

Assistant Division Director Lewis, Melissa

DocuSigned by:  
*Tim Kelly*  
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DocuSigned by:  
*Lewis, Melissa*  
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June 28, 2022

June 28, 2022



520 Lafayette Road North  
St. Paul, MN 55155-4194

# Federal Clean Water Act Section 319

## Project workplan

Doc Type: Contract

Swift #:	208595
AI:	185917
Activity ID:	PRO20210001

**Project title:** Sand and Coon Creeks Nine Key Elements (NKE) Plan Phase 1

## 1. Grant sponsor summary:

**Organization:** Coon Creek Watershed District (CCWD)  
**Contractor contact name:** Tim Kelly  
**Title:** District Administrator  
**Address:** 13632 Van Buren Street NE  
 Ham Lake, MN 55304  
**Phone:** 763-755-0975  
**Email:** [tkelly@cooncreekwd.org](mailto:tkelly@cooncreekwd.org);  
 cc: [jdauphinais@cooncreekwd.org](mailto:jdauphinais@cooncreekwd.org)

## Minnesota Pollution Control Agency (MPCA) contact:

**MPCA project manager:** Brittany Faust  
**Title:** Watershed Project Manager  
**Address:** 520 Lafayette Rd N  
 St. Paul, MN 55155  
**Phone:** 651-757-2596  
**Email:** [Brittany.Faust@state.mn.us](mailto:Brittany.Faust@state.mn.us)

## Project information

**Project Cost:** Grant: \$320,705.50 Match: \$213,804.50 Total: \$534,510

## 2. Project information

Coon Creek and its primary tributary, Sand Creek, are impaired for aquatic life and recreation. The primary stressors impacting aquatic life were determined to be excess sediment, excess phosphorus, altered hydrology, and poor habitat including loss of connectivity.

Both creeks have established pollutant load reduction targets for total suspended solids (TSS) and total phosphorus (TP) as part of the 2016 Coon Creek Watershed Total Maximum Daily Load (TMDL). The primary sources of excess sediment and particle-bound phosphorus were determined to be streambank erosion and regulated urban stormwater runoff. To address non-point sources of TSS and TP attributable to streambank erosion, the CCWD NKE document for Sand and Coon Creeks calls for implementation of 45 streambank stabilization projects totaling 20,750 linear feet to reduce TSS loading by 920 tons per year.

To address non-pollutant stressors to aquatic life, it is also necessary to address the poor in-stream habitat and loss of connectivity. The CCWD NKE document calls for completion of a study analyzing all stream crossings for fish passage and subsequent removal of the top three barriers to fish passage in the Sand and Lower Coon Creek sub-watersheds. In 2021, CCWD staff attended training provided by the University of Minnesota on culvert design for stream connectivity and aquatic organism passage (AOP). Staff then completed a study analyzing all mainstem Coon and Sand Creek crossings for a variety of factors impacting AOP including elevation, velocity, substrate, length, and stability. The 2021 AOP study found 24 crossings negatively impacting connectivity within Lower Coon Creek or Sand Creek and identified the top 10 for possible mitigation projects (see Figure 1).



The CCWD will design and construct at least one AOP enhancement project located at one or more of the 10 priority crossings identified along Sand and/or Coon Creeks during the 2021 AOP study. Target sites include the downstream-most crossings for both creeks: the Xeon Boulevard crossing of Sand Creek near its confluence with Coon Creek and the service road crossing of Lower Coon Creek within the Coon Rapids Dam Regional Park near the confluence with the Mississippi River (Figure 2). These sites are considered priorities due to their downstream position in the sub-watersheds and because municipal reconstruction projects are planned for both sites within the next three years. The design will depend on final site selection, but may include increased culvert cross sectional area, lowered culvert elevations, downstream grade stabilization structures to create step pools, installation of floodplain culverts, placement of substrate within culverts, etc. In conjunction with the AOP enhancement project, all actively eroding streambanks in the vicinity of the crossing(s) will be stabilized using vegetative riprap or robust bioengineering practices. CCWD maintains a comprehensive inventory of all actively eroding streambanks which includes sites at or near each priority crossing (Figure 3). The proposed project will restore connectivity to a minimum of 0.5 miles of stream and reduce TSS and TP loading by at least 12.75 tons per year and 10.5 pounds per year, respectively. These estimates are based on addressing AOP concerns and active erosion at the site with the most conservative measurable outcomes.

Figure 1. Map of priority stream crossings adversely impacting aquatic organism passage along Lower Coon and Sand Creeks in Anoka County, MN. Labels indicate the name of the crossing and relative severity of impeded connectivity with 1 being the highest and 10 being the lowest.

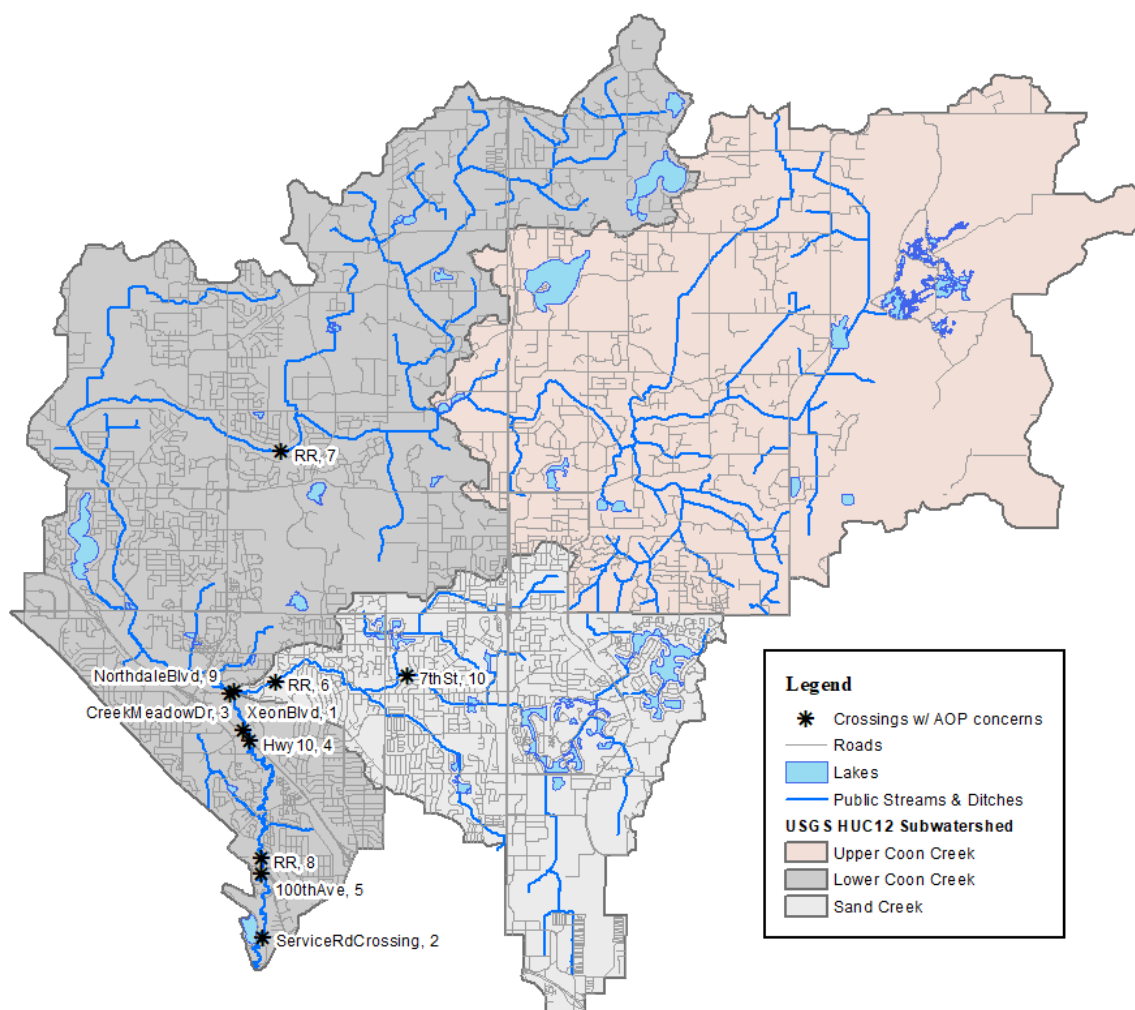




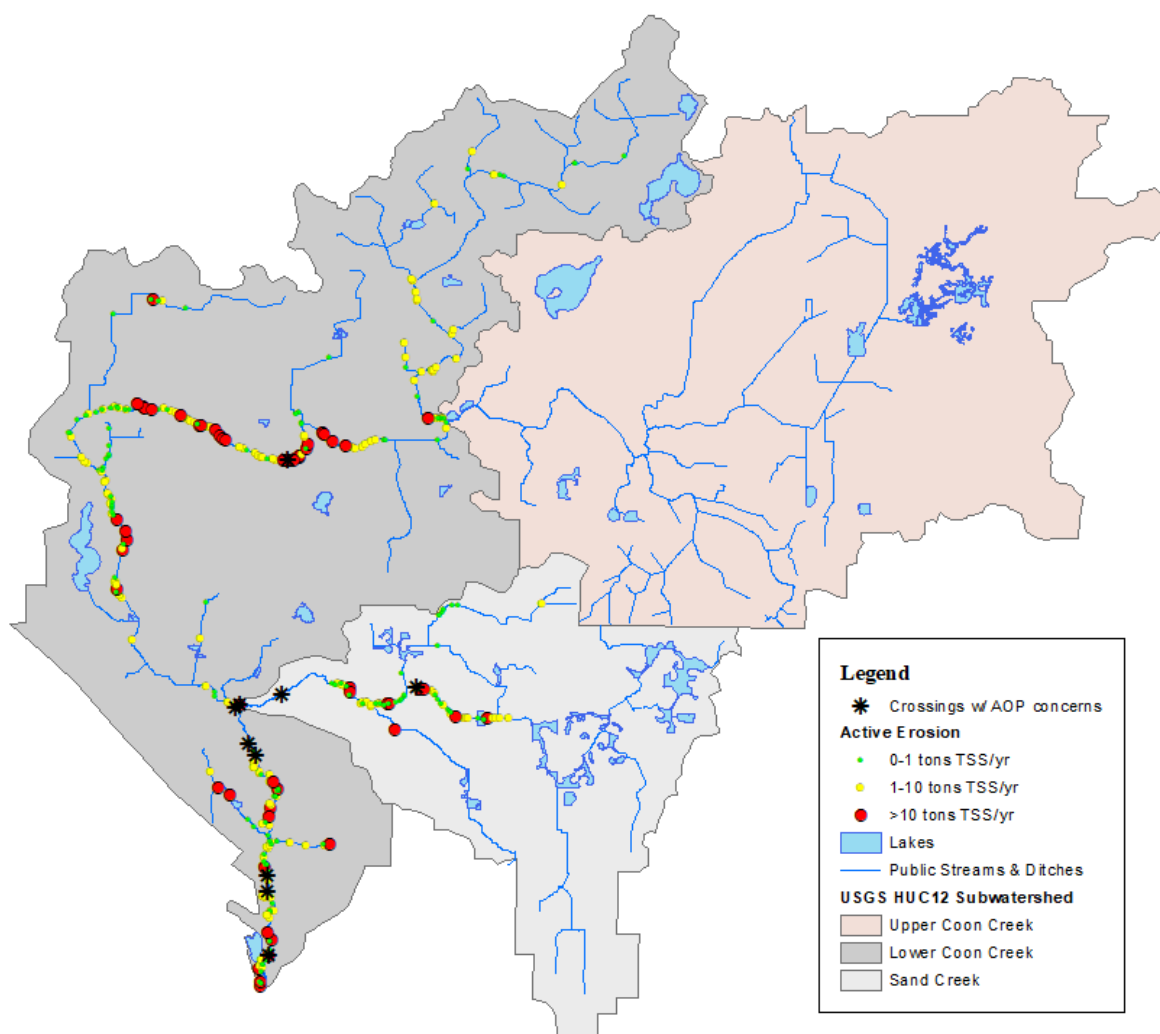
Figure 2. Photos of aquatic organism passage concerns and active erosion at two of the candidate sites: a) undersized, perched culverts at Sand Creek at Xeon Boulevard crossing with scour and bank sloughing, b) active bank erosion immediately downstream of Sand Creek at Xeon Blvd crossing, c) undersized culverts at Lower Coon Creek Service Road crossing that create a velocity barrier during high flows and are prone to clogging, d) active bank erosion immediately upstream of Lower Coon Creek Service Road crossing.







Figure 3. Inventory of all actively eroding streambanks within the Lower Coon Creek and Sand Creek sub-watersheds in Anoka County, MN.



## Goals, objectives, tasks, and subtasks

**Goal:** Address the primary stressors contributing to aquatic life impairments in Sand and Coon Creeks by improving stream habitat connectivity and reducing sediment and phosphorus loading attributable to streambank erosion.

**Objective 1:** Implement AOP and streambank best management practices (BMPs)

**Task A:** Site refinement and design

- Coordinate with owners of priority crossings to align proposed work with planned municipal reconstruction projects where feasible.
- Select one or more sites to address from the 10 priority sites identified in the CCWD 2021 AOP study.
- Develop engineering design plans for selected crossing(s).

**Task B:** Enhance AOP and stabilize active erosion

- Mitigate AOP issues using appropriate strategy for the site such as replacement of undersized culvert(s) with structures with adequate capacity and dimensions, installation of flood bench culvert(s), installation of grade stabilization structures/creation of step pools, etc.
- Stabilize all active streambank erosion and scour within the vicinity (at least 20x mean stream width upstream and downstream) of selected crossing(s) using vegetated riprap or robust bioengineering practices. Incorporate structures such as cross vanes and J-hooks to redirect flow and enhance in-stream habitat as feasible.
- Construction oversight to be provided by CCWD staff and/or District Engineer (Stantec consultant) during active construction period.

**Objective 1 Timeline:** 6/2022- 8/31/2025

**Objective 1 Cost:** Grant: \$320,705.50, Match: \$198,804.50, Total: \$519,510.00

**Objective 1 Deliverables:** Completed design(s) by professional engineer, restored connectivity to a minimum of 0.5 miles of stream channel, reduced TSS loading by at least 12.75 tons per year, reduced TP loading by at least 10.5 pounds per year.

**Objective 2:** Project and Grant Management

**Task A:** Administration and Reporting

- Hold planning and progress meetings among project partners.
- Bidding and contract management.
- Track task implementation in accordance with work plan.
- Financial tracking and payment of bills.
- Complete eLINK reporting requirements.
- Compile, organize, and submit quarterly invoices.
- Prepare and submit semi-annual reports and final financial and progress report.

**Objective 2 Timeline:** 6/2022- 8/31/2025

**Objective 2 Cost:** Grant: \$0, Match: \$15,000, Total: \$15,000

**Objective 2 Deliverables:** Pollutant reductions and BMPs reported in BWSR eLINK system, documentation of quarterly reimbursement request invoices, submittal of semi-annual (due August 1 and February 1) reports, and submittal of a final financial and progress report to MPCA.

## 3. Project budget (attached)



Attachment A - Budget

SWIFT:	208595
AI:	185917
Activity ID:	PRO20210001

Project Name: Sand and Coon Creeks Nine Key Elements (NKE) Plan Phase 1  
Organization Name: Coon Creek Watershed District

Objective	Cost category	Unit Cost	Grant	In kind match	Cash match	Total match	Budget total
Objective 1: Implement AOP and Streambank BMPs							
Task A: Site refinement and design							
Planning/coordination	CCWD Staff*	variable	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
Design plans and specs	District Engineer	variable	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Task B: Enhance AOP and stabilize active erosion							\$ -
Installation of BMPs	Contractor(s)	variable	\$ 320,705.50	\$ -	\$ 111,304.50	\$ 111,304.50	\$ 432,010.00
Construction oversight	CCWD Staff*	variable	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,500.00
	District Engineer	variable	\$ -		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Objective 1 - Total			\$ 320,705.50	\$ 12,500.00	\$ 186,304.50	\$ 198,804.50	\$ 519,510.00
Objective 2: Project and Grant Management							
Task A: Administration and Reporting	CCWD Staff*	variable	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
Objective 2 - Total			\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
TOTALS			\$ 320,705.50	\$ 27,500.00	\$ 186,304.50	\$ 213,804.50	\$ 534,510.00

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 15  
**ITEM:** Water Education Grant – Prairie Plant Superheroes

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**POLICY IMPACT:** Policy  
**FISCAL IMPACT:** Budgeted

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**REQUEST**

Review Water Education grant application 25-04 and award grant of \$125 for the costs associated with hosting an educational workshop for the staff at Mary T Inc. on the topics of native plants, water quality, and smart salting.

**BACKGROUND**

In the fall of 2024, the Board budgeted \$4,000 for water education grants in 2025.

In May, the Board approved Water Education Grant 25-01 to O’Neil Homeschool for the costs associated with building a deep-rooted pollinator classroom.

In September, the Board approved Water Education Grants 25-02 to Avail Academy and 25-03 to Anoka County. These grants funded a 5<sup>th</sup> grade field trip to Blaine Wetland Sanctuary (25-02) and Smart Salting Training (25-03).

The remaining fund balance for the 2025 Water Education Grant Program is \$1,452.47. This amount is slightly higher than anticipated as Grant 25-03 came in under budget, with Anoka County requesting reimbursement of \$1,797.53 of the \$2,000 they were awarded

On November 20th, Kelsey Brodt applied for a \$125 Water Education Grant on behalf of Mary T Inc., a family-owned organization based out of Coon Rapids that provides services to senior communities and persons with disabilities.

Ms. Brodt states in her application that Mary T. Inc is looking to work with Heidi Ferris of Growing Green Hearts to host an educational workshop for the staff at Mary T Inc. Their facility is located along Sand Creek and Coon Creek. The goal of the workshop is to foster environmental stewardship among the staff. Topics will include native plants, chloride pollution, smart salting practices, and water quality.

This is the first grant application the District has received from Mary T Inc.

**ISSUES/CONCERNS:**

<b>Available Funds</b>	\$1,452.47*	
<b>Request</b>	\$125	Balance = \$1,327.47
<b>Eligibility</b>	Businesses or corporations located within CCWD	Yes, local business in Coon Rapids
<b>Eligible Expenses</b>	The project is eligible.	
<b>Evaluation Criteria</b>	<p>Priority will be given to proposals which:</p> <ol style="list-style-type: none"> <li>1. Information to the public and decision-makers regarding water resources</li> <li>2. Opportunities for the public to participate or volunteer in water quality activities</li> <li>3. Educational opportunities for K-12 children concerning water quality</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes; Information will cover native plants, smart salting, and water quality.</li> <li>2. Yes; Mary T employees will participate in the educational workshop</li> <li>3. No; This activity is aimed at adults.</li> </ol>

**RECOMMENDATION**

Approve Water Education Grant application of \$125 for the costs associated with hosting an educational workshop for the staff at Mary T Inc. on the topics of native plants, water quality, and smart salting.

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 16  
**ITEM:** Water Education Grant – Shared Currents

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**POLICY IMPACT:** Policy  
**FISCAL IMPACT:** Budgeted

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**REQUEST**

Review Water Education grant application 25-05 and award grant of \$1,000 for the costs associated with hosting a water-focused art exhibit at Creative Flow Art Center.

**BACKGROUND**

In the fall of 2024, the Board budgeted \$4,000 for water education grants in 2025.

In May, the Board approved Water Education Grant 25-01 to O’Neil Homeschool for the costs associated with building a deep-rooted pollinator classroom.

In September, the Board approved Water Education Grants 25-02 to Avail Academy and 25-03 to Anoka County. These grants funded a 5<sup>th</sup> grade field trip to Blaine Wetland Sanctuary (25-02) and Smart Salting Training (25-03).

On November 20th, Kelsey Brodt applied for a \$125 Water Education Grant on behalf of Mary T Inc., a family-owned organization based out of Coon Rapids that provides services to senior communities and persons with disabilities. This grant application (25-04) is also up for consideration at the December 8th board meeting.

On November 22<sup>nd</sup>, Emily Robinson, Director of the newly opened Creative Flow Art Center in Fridley, applied for a \$1,000 Water Education Grant to assist with the costs of hosting a water-themed art exhibit.

Ms. Robinson states in her application that this water-themed art exhibit will increase public awareness and engagement with local watersheds, water resources, and water quality. Participating artists will be required to celebrate, question, and reimagine our relationship with water, creating work that prompts reflection on its ecological, cultural, and personal significance. Local artists will gain a meaningful platform to explore and share water-focused themes, while students, families, and lifelong learners will benefit from accessible, arts-based environmental education. By connecting environmental issues with creative expression, the exhibition will inspire community curiosity, foster a deeper understanding of water stewardship, and encourage thoughtful engagement with sustainable water practices.

This is the first grant application the District has received from Creative Flow Art Center.



No other known parties are planning to seek water education grant funding in 2025.

### ISSUES/CONCERNS:

Note: The below calculations are based on the assumption that the Board approves funding for Water Education Grant 25-04, which is also up for consideration at the December 8<sup>th</sup> Board meeting.

<b>Available Funds</b>	\$1,327.47	
<b>Request</b>	\$1,000	Balance = \$327.47
<b>Eligibility</b>	Businesses or corporations located within CCWD	Yes, local business in Fridley
<b>Eligible Expenses</b>	The project is eligible.	
<b>Evaluation Criteria</b>	<p>Priority will be given to proposals which:</p> <ol style="list-style-type: none"> <li>1. Information to the public and decision-makers regarding water resources</li> <li>2. Opportunities for the public to participate or volunteer in water quality activities</li> <li>3. Educational opportunities for K-12 children concerning water quality</li> </ol>	<ol style="list-style-type: none"> <li>1. Yes; The exhibit will showcase work by local artists that prompts reflection on the ecological, cultural, and personal significance of water resources</li> <li>2. No; This exhibit will not include opportunities to participate in water quality activities</li> <li>3. Yes; the exhibit will be open to the public</li> </ol>

### RECOMMENDATION

Approve Water Education Grant application of \$1,000 for the costs associated with hosting a water-focused art exhibit at Creative Flow Art Center.

**Permit Application Review Report**  
**Date: 12/3/2025****Board Meeting Date: 12/8/2025**  
**Agenda Item: 17**Applicant/Landowner:

Voyagers Condominium Homeowners  
Association  
11030 Mississippi Blvd NW  
Coon Rapids, MN 55433

**Project Name:** Voyagers Condominium Shoreline**Project PAN:** P-25-040**Project Purpose:** shoreline rehabilitation and landscaping**Project Location:** 11030 Mississippi Blvd NW, Coon Rapids**Site Size:** size of parcel - 3.22 acres; size of disturbed area - 0.3 acres; size of regulated impervious surface - 0 acres**Applicable District Rule(s):** Rule 2, Rule 4, Rule 8

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**Recommendation:** Approve with 2 Conditions and 0 Stipulations

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**Description:** The applicant is proposing the rehabilitation of a shoreline along the Mississippi River. The project includes the placement of new rip rap, retaining walls, and the planting of native vegetation. The project will disturb 0.3 acres and create no regulated impervious. The relevant water resource concerns are soils and erosion control and buffers which correspond to District Rules 4 and 8. See attached Figure 1: Project Location and Figure 2: Site Plan.

**Conditions to be Met Before Permit Issuance:**Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,150.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion control plan to include a note to stabilize soils and soil stockpiles within 24 hours 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:

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Erosion Control Plan	JK Landscape Construction LLC	Undated	11/19/2025

City Approval Email	City of Coon Rapids	11/06/2025	11/12/2025
Work Area Figure	JK Landscape Construction LLC	undated	11/12/2025
Construction Plan	JK Landscape Construction LLC	undated	11/12/2025

## Findings

### **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), base fee for a Single Family/Multifamily Residential Development project (\$750.00). The applicant will be required to submit a performance escrow in the amount of \$2,150.00. This corresponds to a base escrow of \$2,000, plus an additional \$500/acre of disturbance (0.3 acres of land 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 within 50 feet of and draining to a waterbody.

The proposed project drains to the Mississippi River. The soils affected by the project includes Kingsley fine sand and has a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes perimeter control, straw blanket, and seeding. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity. The site does not require an NPDES permit. See attached Figure 3: Soils and Erosion Control.

### **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)**

Rule 8.0 applies because it includes a land disturbing activity that requires a permit under another

District Rule and is on land adjacent or directly contributing to a Public Water.

A continuous buffer is proposed on the plans; it is proposed to be established and maintained in perennially rooted vegetation. Because the resource is a Public Water, the average buffer width must be 50 ft, with a minimum width of 30 ft. The proposed buffer meets District requirements.

**Variances (Rule 10.2)**

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

P25-040 Voyagers Condominium Shoreline



Figure 1: Project Location



Figure 2: Site Plan







Figure 3: Erosion & Sediment Control Plan

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

**MEETING DATE:** December 8, 2025  
**AGENDA NUMBER:** 18  
**ITEM:** Recognition of District Administrator Tim Kelly

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Recognize District Administrator Tim Kelly for over 35 years of dedicated service and extend congratulations on his retirement.

**PURPOSE**

To formally acknowledge and celebrate the upcoming retirement of District Administrator Tim Kelly, who has served the District with exceptional dedication since 1990.

**BACKGROUND**

District Administrator Tim Kelly has provided more than 35 years of distinguished service to the District.

Tim has guided the District through economic hardship, substantial growth, evolving regulatory responsibilities, and increasingly complex water resource management challenges. Tim's leadership has been instrumental in shaping the District's reputation for professionalism, collaboration, and technical excellence.

When Tim joined the District in 1990, the District was facing significant financial challenges, public scrutiny, and legal disputes related to the management of the public ditches. As the first full-time employee, Tim successfully addressed these issues, establishing a foundation for a stable, well-managed organization.

Early in his tenure, the District navigated the complexities of the Wetland Conservation Act, rapid urban growth, and expanding responsibilities for public drainage and floodplain management. Tim implemented management strategies that balanced agricultural, developmental, wetland, drainage, and floodplain needs, applying principles of growth management and sensitive lands protection. Under his leadership, the District managed the evaluation of wetlands, resolved disputes, and ensured equitable outcomes for upstream drainage and downstream flood control.

Over time, the District's responsibilities expanded to include water quality, aquatic habitat, and recreation. Tim led the District through the challenges of meeting growing regulatory requirements while maintaining cost control and transparency in a tight fiscal environment. He championed the adoption of natural infrastructure and asset-based

management approaches, emphasizing the long-term ecological and economic benefits of proactive planning and investment.

Throughout his career, Tim has transformed the District from a reactive organization addressing legacy drainage and flood issues into a forward-looking agency capable of proactive management and strategic planning. His vision, dedication, and institutional knowledge have left a lasting impact on the District, the watershed, and the citizens it serves.

At the September 22, 2025, Board meeting, the Board accepted District Administrator Tim Kelly's notice to retire on December 31, 2025.

**RECCOMENDATION**

Recognize District Administrator Tim Kelly for over 35 years of dedicated service and extend congratulations on his retirement.

<https://www.epa.gov/newsreleases/epa-army-corps-unveil-clear-durable-wotus-proposal>

## EPA & Army Corps Unveil Clear, Durable WOTUS Proposal

Definition to Protect Water Resources, Accelerate Growth & Economic Opportunity

November 17, 2025

Contact Information

EPA Press Office ([press@epa.gov](mailto:press@epa.gov))

**WASHINGTON** – U.S. Environmental Protection Agency (EPA) Administrator Lee Zeldin, together with Assistant Secretary of the Army for Civil Works Adam Telle, today announced a proposed rule that would establish a clear, durable, common-sense definition of “waters of the United States” (WOTUS) under the Clean Water Act. The proposal, unveiled at an event today at EPA headquarters in Washington, DC, follows the Supreme Court decision in *Sackett* and delivers on the Trump Administration's commitment to protect America's waters while providing the regulatory certainty needed to support our nation's farmers who feed and fuel the world and advance EPA's [Powering the Great American Comeback initiative](#).

The agencies developed this proposed rule using input from multiple sources, including a pre-proposal recommendations docket, information from nine public listening sessions, and consultation comments from states, tribes, and local governments. Key proposed revisions include:

- Defining key terms like “relatively permanent,” “continuous surface connection,” and “tributary” to appropriately delineate the scope of WOTUS consistent with the Clean Water Act and Supreme Court precedent;
- Establishing that jurisdictional tributaries must connect to traditional navigable waters either directly or through other features that provide predictable and consistent flow;
- Reaffirming that wetlands must be indistinguishable from jurisdictional waters through a continuous surface connection, which means that they must touch a jurisdictional water and hold surface water for a requisite duration year after year;
- Strengthening state and tribal decision-making authority by providing clear regulatory guidelines while recognizing their expertise in local land and water resources;

- Preserving and clarifying exclusions for certain ditches, prior converted cropland, and waste treatment systems; Adding a new exclusion for groundwater; and
- Incorporating locally familiar terminology, such as "wet season," to help determine whether a water body qualifies as WOTUS;
- In addition, the limitation to wetlands that have surface water at least during the wet season and abut a jurisdictional water will further limit the scope of permafrost wetlands that are considered to have a continuous surface connection under the proposed rule. These proposed changes are intended to provide clarity and consistency to the continuous surface connection definition.

When finalized, the rule will cut red tape and provide predictability, consistency, and clarity for American industry, energy producers, the technology sector, farmers, ranchers, developers, businesses, and landowners for permitting under the Clean Water Act.

*“When it comes to the definition of ‘waters of the United States,’ EPA has an important responsibility to protect water resources while setting clear and practical rules of the road that accelerate economic growth and opportunity,” said EPA Administrator Zeldin.*

*“Democrat Administrations have weaponized the definition of navigable waters to seize more power from American farmers, landowners, entrepreneurs, and families. We heard from Americans across the country who want clean water and a clear rule. No longer should America’s landowners be forced to spend precious money hiring an attorney or consultant just to tell them whether a Water of the United States is on their property. EPA is delivering on President Trump’s promise to finalize a revised definition for WOTUS that protects the nation’s navigable waters from pollution, advances cooperative federalism by empowering states, and will result in economic growth across the country.”*

*“In recent decades, the regulatory uncertainty caused by changing and complicated definitions of Waters of the United States unduly burdened the American people and undermined our nation’s economic competitiveness,” said Assistant Secretary Telle. “Now, we are proposing a definition that follows the law as affirmed by the Supreme Court and will deliver the clear and durable regulatory certainty Americans deserve from the federal government.”*

*“We are pleased that the new rule protects critical water sources while respecting the efforts of farmers to protect the natural resources they’ve been entrusted with,” said American Farm Bureau Federation President Zippy Duvall. “The Supreme Court clearly ruled several years ago that the government overreached in its interpretation of what fell under federal guidelines. We are still reviewing the entire rule, but we are pleased that it finally addresses those concerns and takes steps to provide much-needed clarity.”*

The definition of WOTUS influences Clean Water Act implementation, including whether farmers, landowners, and American businesses must secure permits before they can pursue projects that might impact surface water quality. Having a durable, consistent, and clear definition of WOTUS is essential to lowering costs for Americans and accelerating economic growth while protecting human health and the environment.

Under the Biden Administration, EPA and the Army's Amended 2023 definition of WOTUS failed to faithfully implement the Supreme Court's holding in *Sackett v. Environmental Protection Agency*. Under Administrator Zeldin's leadership, EPA and the Army Corps took swift action by issuing a memo in March clarifying the limits on federal jurisdiction over adjacent wetlands. This proposed rule is the next step toward establishing a common-sense, durable definition.

The agency's proposed definition of WOTUS would fully implement the court's direction by focusing on relatively permanent, standing or continuously flowing bodies of water—such as streams, oceans, rivers, and lakes—and wetlands that are connected and indistinguishable from such waterbodies. It will accelerate economic prosperity by revising, for example, exclusions for certain ditches, prior converted cropland, and waste treatment systems and by adding an exclusion for groundwater. The proposal also takes into account seasonal and geographic variability by including waters that flow uninterrupted throughout the wetter months in the proposed definition of “relatively permanent” waters, based on pre-proposal feedback.

This proposal recognizes that states and tribes know their local land and water resources best. The proposed definition of WOTUS protects water quality by affirming federal protections where appropriate and supporting the role of states and tribes as primary regulators managing their own land and water resources. Cooperative federalism has been a cornerstone of Clean Water Act implementation and the agency's proposed WOTUS rule at last fulfills that commitment to real, shared federal and state responsibility. The proposed rule was informed by input from a pre-proposal recommendations docket and consultation comments from states, tribes, and local governments. The agencies also considered information provided through [nine listening sessions](#), including public sessions hosted online and in-person from West Virginia and Utah.

The proposed rule will be published in the *Federal Register* and open for public comment for 45 days. EPA and the Army will host two hybrid public meetings. Details about commenting either in writing or during a public meeting can be found on EPA's website. The agencies look forward to reviewing public comment while working to expeditiously develop a final rule.

Please see additional information on [Waters of the United States](#).