

COON CREEK WATERSHED DISTRICT BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, January 12, 2026, 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, Jason Lund, and Dwight McCullough.

Absent: Erin Lind

Staff Present: Jon Janke, Erin Margl, Hattie Hillukka, and Michelle Ulrich

2. Approval of the Agenda

Board Member Lund moved to add permit items #16, #17 and #18 to the Consent Items. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

Board Member Campbell moved to add the December 15, 2025, Special Meeting to the agenda with approval of the December 8, 2025, meeting minutes. Seconded by Board Member Hafner. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

Board Member Lund moved to approve the amended agenda. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

3. Announcements

1. Administrator Janke made a formal acknowledgement to the Board that he has accepted the District Administrator position as presented to the Board in December 2025 and will update the Board with how the transition is going at the next Board meeting.
2. The Project Manager position has been posted and there have been candidates applying. The posting is open until January 27th with interviews beginning in February.

In addition, a discussion was held regarding a replacement for the open Director of Operations position. The Board will be updated on this in the next meeting.

4. Open Mic/Public Comment

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of December 8, 2025

Approval of Minutes of December 15, 2025, Special Meeting

6. Administrator's Report

7. Advisory Committee Report

8. Approval of Bills for Payment

Claims totaling \$249,849.86 for December 30, 2025, and \$102,392.94 for January 12, 2026, on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0008--US BANK	17,027.30
V0015--ANOKA COUNTY MN	6,689.60
V0044--HAMLINE UNIVERSITY	18,000.00
V0096--RANDY WESP EXCAVATING LLC	1,880.00
V0110--RESPEC COMPANY LLC	7,187.50
V0128--YTS COMPANIES LLC	7,962.50
V0128--YTS COMPANIES LLC	3,937.50
V0133--PACE ANALYTICAL SERVICES LLC	3,051.00
V0133--PACE ANALYTICAL SERVICES LLC	659.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	1,901.00
V0140--PETERSON, JULIE	41.31
V0165--BERG JOHNSON ASSOCIATES INC	7,352.00
V0195--STANTEC CONSULTING SERVICES INC	5,134.50
V0195--STANTEC CONSULTING SERVICES INC	9,212.50
V0195--STANTEC CONSULTING SERVICES INC	16,166.00
V0195--STANTEC CONSULTING SERVICES INC	7,211.25
V0195--STANTEC CONSULTING SERVICES INC	95,168.80
V0221--ABDO LLP	1,135.00
V0302--PETTY CASH C/O JULIE PETERSON	218.15
V0348--BLUE CROSS BLUE SHIELD OF MN	23,015.98
V0350--FIRST UNUM LIFE INSURANCE COMPANY	778.94
V0351--DELTA DENTAL OF MN	1,787.55
V0352--HEALTH EQUITY INC	69.80
V0352--HEALTH EQUITY INC	33.35
V0352--HEALTH EQUITY INC	803.06
V0352--HEALTH EQUITY INC	314.80
V0352--HEALTH EQUITY INC	501.80
V0352--HEALTH EQUITY INC	780.00
V0360--PAYLOCITY	538.99
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,363.41
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	1,241.09
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,460.00
V0369--JAMES HAFNER	186.20
V0388--HATTIE HILLUKKA	39.98
	249,849.86

The following permit items were moved to the Consent Agenda.

16. Hanson Blvd Widening, PAN: P-25-008

The purpose of this project is the widening of Hanson Blvd between 154th Ln and 159th Ln NW. The location is at 154th Ave NW and 159th Ave NW along Hanson Blvd Andover, Minnesota.

Anoka County is proposing to widen Hanson Blvd NW between 154th Ln and 159th Ln NW in Andover MN. This work includes adding a north bound and south bound left turn lane to 155th Ln. The project will disturb 0.66 acres and creates no regulated impervious surface. The project area drains towards County Ditch 37. The relevant water resource concerns are soils and erosion control and floodplain. This corresponds to District Rules 4 and 6.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to approve with (two) 2 Conditions and (two) 2 Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,330.00.

Rule 4.0 – Soils and Erosion Control

2. Provide standard details for erosion and sediment control practices.

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. 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.
2. Submittal of grading as-builts for the project to confirm total floodplain fill volume.

17. MS River Regional Trail Reroute, PAN: P-25-041

The purpose of this project is to re-route the existing Mississippi River Regional Trail located at the Coon Rapids Dam Regional Park in Coon Rapids, Minnesota.

Anoka County Parks is proposing the reroute of the Mississippi River Regional Trail within Coon Rapids Dam Regional Park. The project will disturb 0.98 acres and create no regulated impervious surface. The area drains to the Mississippi River. The relevant water resource concerns are soils and erosion control and floodplain which correspond to District Rules 4 and 6.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to approve with (two) 2 Conditions and (zero) 0 Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,490.00.

Rule 4.0 – Soils and Erosion Control

2. Update the soils sand erosion control plan to include the following:
 - a. provide standard details for erosion control devices.
 - b. a note to stabilize soils and soil stockpiles within 24 hours of inactivity.
 - c. a single row of perimeter control downgradient of disturbed soils in areas that are not adjacent to waterbodies.

Stipulations: None

18. Coon Creek Trail, PAN: P-24-056

The purpose of this project is the construction of a Bituminous trail and pedestrian bridge over Coon Creek located east of Prairie Road along Coon Creek alignment to just west of the Ham lake border, Prairie Rd NW, Andover, Minnesota.

The City of Andover is proposing the construction of a pedestrian trail along the north side of Coon Creek just east of Prairie Road and a pedestrian bridge over the creek to the development to the south. The project will disturb 1.5 acres and creates no regulated impervious surface. The relevant water resource concerns are soils and erosion control, wetlands, floodplain, drainage and buffers which correspond to District Rules 4, 5, 6, 7 and 8.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to approve with (two) 2 Conditions and (two) 2 Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$2,750.00.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPP to include the following:
 - a. Stabilize soils and soil stockpiles within 24 hours of inactivity.
 - b. A note to secure portable toilets.
 - c. Provide redundant perimeter control along wetlands and Coon Creek.

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 grading as-builts to verify floodplain cut/fill volumes and as-built elevation of the low chord of the pedestrian bridge.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

Board Member Campbell moved to approve the Consent Agenda Items. Seconded by Board Member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

POLICY ITEMS

9. Designation of Depository

The District is required to disclose its official depository. In 1999, the District transferred its remaining funds to the US Bank for investment into the Minnesota Association of Governments Investing for Counties (MAGIC) fund.

The MAGIC fund was formed in part to deal with both the restraints and constraints of investing public funds.

US Bank and the MAGIC fund provide the assurance the District funds are invested in a manner consistent with current restrictions on public funds, is coordinated with Anoka County and therefore facilitates the District's annual audit.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Adopt Resolution 2026-01 designating the US Bank as the official depository.

Board Member McCullough moved to adopt Resolution 2026-01 designating the US Bank as the official depository of the Coon Creek Watershed District. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

10. Designation of Official Paper

Historically, the Coon Creek Watershed District (CCWD) has designated the ABC newspapers, the Union Herald (Andover - Coon Rapids) and The Life (Blaine-Spring Lake Park-Fridley), as the newspapers where legal notices pertaining to the Coon Creek Watershed District are published to ensure broad coverage to CCWD constituents.

As a local unit of government, the CCWD is required to publish printed legal notices in a designated Official Newspaper. According to MN statutes, the notices shall be published in counties affected by the watershed district and/or a newspaper of general circulation in the watershed management organization area.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to adopt Resolution 2026-02 designating the ABC newspapers, Anoka Union-Herald and The Life, as the official newspapers of the Coon Creek Watershed District.

Board Member Lund moved to adopt Resolution 2026-02 designating the ABC newspapers, Anoka Union-Herald and The Life, as the official newspapers of the Coon Creek Watershed District. Seconded by Board Member Hafner. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

11. Designation of Fund Equity

The State Auditor recommends that the District maintain an unreserved Fund Balance of approximately 35% to 50% of Operating Revenue or no less than five (5) months (21%) of operating expenditures.

Member McCullough asked if interest is earned in this account and it was noted that there is, but it is very minimal. Mr. Janke noted the District earns money back when using the credit card and that has been helpful.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Designate \$2,180,758 for Fund equity having Staff manage fund balances to ensure this minimum balance.

Board member Lund moved to designate \$2,180,758 for fund equity. Seconded by Board member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

12. 2026 Mileage Rates

The State Auditor has recommended that the Board explicitly adopt mileage rates effective for the year.

Effective January 1, 2026, the Internal Revenue Service (IRS) reimbursement mileage rate is \$0.725 per mile. The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Adopt standard rate of \$0.725/mile for 2026 reimbursement for use of personal vehicle.

Board member Lund moved to adopt the standard IRS issued mileage rate for 2026; at the rate of \$0.725. Seconded by Board member Hafner. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

13. Waiver of Liability Limits

Each year, the District must tell its insurance provider whether it will not waive the State liability limits (which keeps the State limits in place) or waive the State liability limits (which allows larger claims up to the full value of our insurance coverage).

Choosing the not waive option is consistent with League of Minnesota Cities Guidelines and is recommended by North Risk Partners, our insurance agent.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Approve the signing of LMCIT Liability Coverage Waiver Form indicating that the District does **NOT WAIVE** the monetary limits.

Board member Lund moves **NOT** to **WAIVE** the statutory monetary liability limits as outlined in the waiver form from the League of Minnesota Cities Insurance Trust. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

14. MOU with City of Blaine for Bridgewater Filter

In 2024, the District prepared the Ditch 39 Subwatershed Plan in partnership with the City of Blaine, the City of Coon Rapids, and Anoka County. The plan identified a regional stormwater filtration project on public land as a cost-effective project to support Total Maximum Daily Load (TMDL) goals. Feasibility designs, cost estimates, and geotechnical exploration were completed.

Blaine has confirmed funding availability but requested an agreement to formally earmark funds, so they are not reallocated. The Memorandum of Understanding (MOU) formally secures the City's project funding commitment while a full Joint Powers Agreement (JPA) is developed.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Approve execution of the MOU with the City of Blaine.

Board Member Hafner moved to Approve execution of the MOU with the City of Blaine for the Bridgewater Filter Project. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

15. 2025 CCWD partner of the Year

The Coon Creek Watershed District (CCWD) initiated a new Partner of the Year Award in 2021 to recognize outstanding leadership amongst our partner organization staff and promote public relations in our community. Individuals are nominated for the award by District Staff, and the award recipient is selected by majority vote of Program Coordinators.

Staff recommendation for the 2025 Partner of the Year Award was Tessa Beuning of Abdo Financial Solutions for her exceptional support and dedication during the District's financial transition and separation from Anoka County.

Tessa has consistently gone above and beyond to ensure a smooth financial transition process, offering valuable guidance, timely communication, and a collaborative spirit. Her ability to streamline financial services, assist in audit preparation, and ensure the accuracy and timeliness of reporting has been instrumental in strengthening the District's financial operations.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Award Tessa Beuning of Abdo Financial Solutions the CCWD 2025 Partner of the Year Award.

Board Member Lund moved to Award Tessa Beuning of Abdo Financial Solutions the CCWD 2025 Partner of the Year Award. Seconded by Board Member McCullough. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

PERMIT ITEMS – *(moved to Consent Agenda)*

16. Hanson Blvd Widening

17. MS River Regional Trail Reroute

18. Coon Creek Trail

DISCUSSION ITEMS

19. MS4 Permit Reissuance

This item is to inform the Board of the Minnesota Pollution Control Agency (MPCA)'s reissuance of the Municipal Separate Storm Sewer System (MS4) General Permit, summarize preliminary staff review of the draft permit, and inform the Board of current efforts to request an extension to the public comment deadline. The District is regulated under the MPCA and MS4 General Permit issued through the National Pollutant Discharge Elimination System (NPDES) program.

In 2025, the MPCA initiated the MS4 permit reissuance process, including publication of a draft permit with comments due January 30, 2026.

While reviewing the draft permit, Watershed Development Coordinator Erin Margl noted a change in wording in the permit that will affect the District, therefore staff will attend the MPCA conference in Mankato, Minnesota on January 27th for clarification and information. Requests for an extension to the public comment deadline were granted, and the new deadline is February 13th.

The MS4 permit expires after 5 years. The existing permit expired in November 2025. Permit coverage continues under the expired permit until a new permit is formally reissued, and a required fee is submitted. The District submitted the fee on time.

The Board will be given updates at the February 9th meeting.

INFORMATIONAL ITEMS

20. Watershed Management Videos

At the MN Watersheds conference in December, the Board of Soil and Water Resources training videos were highlighted.

This item is to provide Board members with accessible watershed management training resources to strengthen understanding of District roles, responsibilities, and governance and support more informed decision making.

21. 2026 Board Meeting Schedule

This item is to formally present the 2026 Board meeting schedule. No action was needed.

ADJOURNMENT

Board Member Campbell moved to adjourn at 6:11pm. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lund, and McCullough) and no nays.

President