

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

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, December 8, 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, Erin Lind, Jason Lund, and Dwight McCullough.

Staff Present: Tim Kelly, Corinne Elfelt, Jon Janke, Erin Margl, Jessica Lindemyer, Tyler Thompson, and Michelle Ulrich

Via Zoom: Justine Dauphinais, Erik Bye and Jennifer Lattin

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

Board Member Hafner moved that the Board for timing purposes address Discussion Item #18 Recognition of District Administrator before Policy Items. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund and McCullough) and no nays.

Board Member Lind moved to approve the amended agenda. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

### **3. Announcements**

No announcements

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

No one was present for comment.

## **CONSENT ITEMS**

### **5. Approval of Minutes of November 11, 2025**

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

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

### **8. Approval of Bills for Payment**

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>

<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>

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

Board Member McCullough moved to approve the Consent agenda. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

## **18. Recognition of District Administrator**

The purpose of this item is to formally acknowledge and celebrate the upcoming retirement of District Administrator Tim Kelly, who has served the District with exceptional dedication since 1990.

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.

Board Member Lund motioned to recognize Tim Kelly's years of service and wish him well in his retirement. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

## **9. 2026 Property Tax Levies**

The purpose of this item is 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.

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.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to Adopt Resolution No. 25-06 approving 2026 property tax levy amounts.

Board Member Lund moved to adopt Resolution No. 25-06 adopting the Metropolitan Surface Water Management 2026 Property Tax Levy amounts. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

## **10. Administrator Transition**

The purpose of this item is to establish formal Administrator authority during the transition period.

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.

This item is a follow-up with the Board formalizing how they would like the transition to occur. The following are the options for action.

1. Appointing Jon Janke Interim Administrator effective December 9, 2025
2. Appoint Jon Janke Interim Administrator effective January 1, 2026

3. Appointing \_\_\_\_ Interim Administrator effective \_\_\_\_
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.

Board member Lind inquired if Mr. Janke felt ready for the transition. Mr. Janke answered yes, he's been shadowing Mr. Kelly closely for the last 2 years, and the September transition to lead the Board meetings proved to be helpful.

Mr. Kelly said there are a few items remaining after the ramp down of duties. There are currently two (2) people reporting to the administrator position which are Financial Management Coordinator Julie Peterson and Director of Operations Jon Janke.

Member Campbell asked why Mrs. Peterson continues to report to the Administrator whereas Mr. Kelly replied to the reasons for bank signing, bills and budget control. Member McCullough also asked for clarification between option one (1) and option two (2). Mr. Janke commented on the effective date of December 9, 2025, or January 1, 2026.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to Appoint Jon Janke Interim Administrator Effective (date based on Board decision).

Board Member McCullough moved to Appoint Jon Janke Interim Administrator Effective December 9, 2025. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

Board Member Hafner moved to cancel the scheduled December 22, 2025, Board Meeting and have a Special Meeting on December 15, 2025, to discuss the recommendation for the open Administrator position. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

### **11. Minor Plan Amendment Adoption**

The background for this item is item is the proposed minor amendments to the Coon Creek Watershed District (CCWD) 2024-2033 Watershed Management Plan (Plan). Amendments 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 Coon

Creek Watershed District (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.

Coon Creek Watershed District (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.

Board of Water and Soil Resources (BWSR) staff commended Coon Creek Watershed District (CCWD) for maintaining and keeping its Plan updated.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to adopt the minor amendments to the Plan by Resolution No. 2025-07.

Board Member Campbell moved to adopt Resolution No. 2025-07, Adopting Minor Amendments to the Coon Creek Watershed District 2024-2033 Watershed Management Plan. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

## **12. 2026 Citizen Advisory Committee Appointments**

The purpose of this item is 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.

Engagement Coordinator Jessica Lindemyer stated that a new application has been received by Mr. John Lily from Blaine, Minnesota. He is the first person to represent Blaine on the current committee, and his background includes work in the Department of Natural Resources (DNR) Parks Division. If he is appointed, there will be a full committee.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is to appoint the 2026 Citizen Advisory Committee members.

Board Member Campbell moved to approve the reappointment of current Citizen Advisory Committee Members and to appoint Mr. John Lily. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

### **13. Award Work on Sand Creek Geotechnical Services**

This item is requesting geotechnical services to perform soil borings and to facilitate, finalize and design the project on Sand Creek. Originally the project was to manipulate the creek for fish to pass and evolved into work with the City of Coon Rapids to replace the culverts. The project has grown in ways that benefit the creek much better by manipulating the passage and the stream crossing simultaneously and it's proven to resolve the problem. This request is a step in refining that design and making progress on construction in 2026.

Operations and Maintenance Coordinator Tyler Thompson has received bids for the project and concluded Kilo Engineering, LLC is the best option and least expensive. This firm is smaller, but the owner has previously worked with a larger firm and is very versed. Both Stantec and the City Engineer are comfortable with the quote and have signed off on the project.

Based on the findings and exhibits as presented in the staff report, the recommendation is to Award Sand Creek Geotechnical Services contract to Kilo Engineering, LLC.

Board Member Campbell moved to Award Sand Creek Geotechnical Services contract to Kilo Engineering LLC. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

### **14. Sand and Coon Creeks Nine Key Elements Phase 2 Grant Agreement**

The purpose of this item is 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.

There has been a delay in receiving the grant agreement language from Minnesota Pollution Control Agency (MPCA). Staff do not anticipate major changes in contract terms but will ensure the agreement is reviewed by the District Attorney prior to execution.

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.

The prior decision was on September 8, 2026, for the approval of the 2026 budget including the Aquatic Organism Passage Enhancement Phase 2 Project.

Executing a grant agreement for implementation of the Nine Key Elements (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.

There are two 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

Based on the findings and exhibits as presented in the staff report, the recommendation is to authorize execution of a grant agreement with Minnesota Pollution Control Agency (MPCA) towards implementation of the Sand and Coon Creeks Nine Key Elements Plan Phase 2 Project.

Board Member Hafner moved to authorize execution of a grant agreement with Minnesota Pollution Control Agency (MPCA) towards implementation of the Sand and Coon Creeks Nine Key Elements (NKE) Plan Phase 2 Project, contingent upon staff review and review and approval of the District Attorney Michelle Ulrich. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

### **15. Water Education Grant – Prairie Plant Superheroes**

This item focuses on reviewing a Water Education grant application 25-04 and awarding a 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.

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.

Based on the findings and exhibits as presented in the staff report, the recommendation is to Approve the 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.

Board Member Lund moved to Approve the Water Education Grant application of \$125. Seconded by Board Member Lind. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

## **16. Water Education Grant – Shared Currents**

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 event would be held for a length of one month.

This is the first grant application the District has received from Creative Flow Art Center and no other known parties are planning to seek water education grant funding in 2025.

Based on the findings and exhibits as presented in the staff report, the recommendation is to approve Water Education Grant application of \$1,000 for the costs associated with hosting a water-focused art exhibit at Creative Flow Art Center.

Board Member Lund moved to Approve Water Education Grant application of \$1,000 for the costs associated with hosting a water-focused art exhibit at Creative Flow Art Center. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Hafner, Lind, and Lund) one (1) abstain (Board Member McCullough) and no nays.

**PERMIT ITEMS**

**17. Voyagers Condominium Shoreline**

The purpose of this item is for shoreline rehabilitation and landscaping located at 11030 Mississippi Blvd NW, Coon Rapids, Minnesota.

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.

Based on the findings and exhibits as presented in the staff report, the staff recommendation is 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 \$2,150.00.

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.

**Exhibits:**

<b>Exhibit Type</b>	<b>Exhibit Author</b>	<b>Signature Date</b>	<b>Received Date</b>
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

Board Member Hafner moved to approve the Consent Agenda Items. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

## **DISCUSSION ITEMS**

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

Mr. Janke stated that the conference went well and was attended by several staff and other agencies. Mr. Janke also commented on a great presentation given by Coon Creek Watershed District Water Quality Coordinator Justine Dauphinais

The main item was the legislative language that proposed was approved, however did get a lot of mixed feelings from other board members from other watersheds. Lobbyists are comfortable with the subject matter and how they will approach this.

Next steps are it's packaging with the legislative priorities for next year and working with the MN Watersheds to keep momentum.

Workshops were also a part of the conference, and the videos are on the Board of Water and Soil Resources (BWSR) website. Member Hafner stated this was very helpful and could be used for training sessions.

## **INFORMATIONAL ITEMS**

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

The definition of what the waters of the United States has been changing in the last few years. Potentially the definition will be changed restricting to waters that are only attached to navigable waters. Some wetlands are potentially not covered under the federal umbrella. There is currently a proposal by the Environmental Protection Agency to change that to offer protection.

## **ADJOURNMENT**

Board Member Campbell moved to adjourn at 6:44 pm. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

  
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President

