

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 26, 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: Erin Lind, Mary Campbell, Jason Lund, and Dwight McCullough.

Absent: Jim Hafner

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

Zoom Attendees: Tyler Thompson

2. Approval of the Agenda

Administrator Janke clarified that a clerical error had been corrected in on of the Stipulations of Permit Item #8 and the corrected report is included in the Board Member's packets.

Board Member Lund moved to add permit items #8 and #9 to the Consent Agenda. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Lind, 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, Lind, Lund, and McCullough) and no nays.

3. Announcements: No announcements

4. Open Mic/Public Comment: No comments

No one was present for comment.

CONSENT ITEMS

5. Approval of Minutes of January 12, 2026

6. Approval of Bills for Payment

Claims totaling \$249,440.15 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0004--CITY OF HAM LAKE	5,000.00
V0005--LEAGUE OF MINNESOTA CITIES	2,497.00
V0024--CITY OF ANDOVER	31,580.00
V0027--CITY OF FRIDLEY	19,900.00
V0046--HOUSTON ENGINEERING INC	2,888.00
V0110--RESPEC COMPANY LLC	7,135.00
V0195--STANTEC CONSULTING SERVICES INC	6,761.25
V0195--STANTEC CONSULTING SERVICES INC	20,583.50
V0195--STANTEC CONSULTING SERVICES INC	65,010.25
V0195--STANTEC CONSULTING SERVICES INC	1,789.00
V0221--ABDO LLP	1,635.00
V0221--ABDO LLP	5,466.67
V0315--HFN PROPERTIES LLC	13,541.77
V0348--BLUE CROSS BLUE SHIELD OF MN	23,015.98
V0350--FIRST UNUM LIFE INSURANCE COMPANY	409.96
V0350--FIRST UNUM LIFE INSURANCE COMPANY	133.50
V0351--DELTA DENTAL OF MN	1,579.29
V0352--HEALTH EQUITY INC	508.99
V0360--PAYLOCITY	518.35
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,733.05
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,215.00
V0421--RAMSEY-WASHINGTON METRO WATERSHED DISTRICT	1,999.20
V0422--PLAN IT SOFTWARE LLC	5,000.00
V0423--ACCENT HOMES INC	5,643.89
V0424--SHERMAN & ASSOC VENTURES LLC	5,368.75
V0424--SHERMAN & ASSOC VENTURES LLC	3,919.25
V0425--JON SANDBERG	8,607.50
	249,440.15

The following permit items were moved to the Consent Agenda.

8. Rivers Edge Business Center, P-25-039

The purpose of this item is the redevelopment of a commercial building, parking and associated stormwater management features located at 7350 Commerce Lane in Fridley, Minnesota.

The applicant is proposing the redevelopment of a parcel in Fridley to include a new commercial building, parking, and associated stormwater treatment pond. The project will disturb 15 acres and create 11.17 acres of regulated impervious. The area drains to Oak Glen Creek. The existing site has a history of flooding. There is a City owned and operated pond with an iron enhanced sand filter that is treating runoff from the existing site. The relevant water resource concerns are

stormwater management, soils and erosion control, and floodplain which correspond to District Rules 3, 4 and 6.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Approve with three (3) Conditions and three (3) Stipulations.

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$9,500.00.

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.

Rule 4.0 – Soils and Erosion Control

3. Provide a standard detail for energy dissipation at pipe outlets.

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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. 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.
3. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

9. Tractor Supply Ham Lake, P25-037

The purpose of this item is the construction of a new commercial building with parking and associated stormwater treatment features located at 16350 Johnson St NE Ham Lake, Minnesota.

The applicant proposes the construction of a new commercial building with parking and associated stormwater management features. The project will disturb 5.03 acres and create 3.02 acres of regulated impervious surface. The parcel drains to County Ditch 58. The relevant water resource concerns are stormwater management and soils and erosion control. These correspond to District Rules 3 and 4.

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

Conditions to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$4,515.00.

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.

Rule 4.0 – Soils and Erosion Control

3. Update the sediment and erosion control plan to include the following notes:
 - a. portable toilets should be secured.
 - b. hazardous materials and stormwater contaminants should be stored undercover cover and in sealed containers.

Stipulations: The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations:

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of a post construction infiltration test on the Detention Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple

double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.

3. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
4. 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 Lund. The motion carried with four (4) yeas (Board Members Campbell, Lind, Lund, and McCullough) and no nays.

POLICY ITEMS -none

PERMIT ITEMS

7. Crosstown Blvd & Bluebird St Roundabout, P25-044

The purpose of this item is the construction of a roundabout at the intersection of Crosstown Blvd and Bluebird Street in Andover, Minnesota.

The City of Andover is proposing the construction of a roundabout at the intersection of Crosstown Blvd and Bluebird Street in Andover, Minnesota. The project would disturb 2 acres and create 0.96 acres of regulated impervious, which is below the threshold requirement for stormwater management for a public linear project. The relevant water resource concern is soils and erosion control, which is District Rule 4.

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 to be Met Before Permit Issuance:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,000.00.

Rule 4.0 – Soils and Erosion Control

2. Update the sediment and erosion control plan to include the following:
 - a. a single row of perimeter control downgradient of disturbed soils.
 - b. provide standard details for erosion and sediment control devices.

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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

Watershed Development Coordinator Erin Margl in response to Manager Lind's permit question explained the impervious surface changes that trigger rate control standards under District Rules.

Board Member Campbell moved to approve PAN P-25-044 Crosstown Blvd & Bluebird St Roundabout with two (2) Conditions and two (2) Stipulations as outlined with one clerical correction in the Staff Report. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Campbell, Lind, Lund, and McCullough) and no nays.

8. Rivers Edge Business Center, P-25-039– *(moved to Consent Agenda)*

9. Tractor Supply Ham Lake, P25-037– *(moved to Consent Agenda)*

DISCUSSION ITEMS

10. Administrator Transition Update

The purpose of this item is to provide an update on the Administrator transition, summarize initial areas of focus, and identify emerging issues, opportunities, and future discussion topics.

Jon Janke formally accepted the District Administrator position effective January 1, 2026. This update provides observations and focus areas from the first several weeks in the role.

Since starting in the Administrator role, stabilizing operations has been an area of work. Initial efforts have focused on maintaining continuity of day-to-day operations while addressing routine administrative and operational issues as they arise.

Secondly, initiating annual work planning discussions to better understand planned and budgeted 2026 activities. Meetings with each program helped to review tasks and responsibilities, reduce the risk of work falling through the cracks, and provide an opportunity to discuss pinch points and areas for improvement.

Staff are in the process of hiring a Project Manager, approved in the 2026 budget to address increased project management demand rather than replace an existing role. While restoring staffing capacity to better balance workload is time-sensitive, thoughtful evaluation is needed to ensure staffing decisions support both short and long-term agency effectiveness.

Looking ahead, there are anticipated areas of focus such as legislative coordination, partner engagement, and funding related efforts that may require additional Administrator attention. The near-term priority is to position operations and staffing in a way that allows time and capacity to focus on these efforts, with further discussion and direction to occur as appropriate.

NEXT STEPS

- Complete work planning and workload evaluation to clarify staffing needs and budget flexibility
- Continue Project Manager hiring and assessing options for addressing remaining capacity needs
- Return to the Board with updates or recommendations as staffing and budget considerations become clearer

11. Lower Coon Creek Inspection Report

Field Operations Services Manager, Jason Hilst presented the Lower Coon Creek Inspection Report. The purpose of this item is to identify and prioritize maintenance needs in the Lower Coon Creek area regarding flooding, water quality and wildlife habitat by using photos at surveyed points and points of interest.

Mr. Hilst reported the Lower Coon Creek is in fair/good condition with one immediate maintenance concern that is an obstruction.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to receive the report.

Board Member Lund moved to receive the report. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Lind, Lund, and McCullough) and no nays.

12. Ditch 41 Inspection Report

Jason Hilst presented the Lower Coon Creek Inspection Report. The purpose of this item is to identify and prioritize maintenance needs in the Ditch 41 Sand Creek area regarding flooding, water quality and wildlife habitat by using photos at surveyed points and points of interest.

Mr. Hilst reported Ditch 41 is in good/fair condition and there are 2 immediate maintenance concerns.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to receive the report.

Board Member Lund moved to receive the report. Seconded by Board Member Lind. The motion carried with four (4) yeas (Board Members Campbell, Lind, Lund, and McCullough) and no nays.

ADJOURNMENT

Board Member Lund moved to adjourn at 5:57pm. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Campbell, Lind, Lund, and McCullough) and no nays.

Vice President 