

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

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, March 23, 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 (arrived late at 5:35pm), Jim Hafner, Erin Lind, Jason Lund, and Dwight McCullough.

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

Attending via Zoom: Tyler Thompson and Erik Bye

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

Board Member Lind moved to add permit item #10 P-25-043 Balfany Farms and permit item #11 P-24-005 Blaine Town Center – Phase 2 to the Consent Agenda. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Hafner, Lind, Lund, and McCullough) and no nays.

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

### **3. Announcements**

Administrator Jon Janke announced that the Watershed Development Specialist is being backfilled. The open Project Manager position has not yet been filled and will be reposted as "open until filled".

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

No one was present for comment.

## **CONSENT ITEMS**

### **5. Approval of Minutes of March 9, 2026**

### **6. Bills/Accounts Payable**

Claims totaling \$286,660.50 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0026--CITY OF COON RAPIDS	20,704.00
V0026--CITY OF COON RAPIDS	9,780.00
V0033--DELL MARKETING LP	6,715.71
V0050--LEAGUE OF MN CITIES INSURANCE TRUST	23,806.00
V0096--RANDY WESP EXCAVATING LLC	2,340.00
V0195--STANTEC CONSULTING SERVICES INC	118,212.50
V0195--STANTEC CONSULTING SERVICES INC	42,061.25
V0217--COORDINATED BUSINESS SYSTEMS LTD	170.00
V0242--METRO I NET	7,330.00
V0281--UNIVERSITY OF MINNESOTA FOUNDATION	10,000.00
V0348--BLUE CROSS BLUE SHIELD OF MN	23,015.98
V0350--FIRST UNUM LIFE INSURANCE COMPANY	659.90
V0351--DELTA DENTAL OF MN	1,683.42
V0352--HEALTH EQUITY INC	33.35
V0352--HEALTH EQUITY INC	855.35
V0352--HEALTH EQUITY INC	95.20
V0360--PAYLOCITY	565.15
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,867.69
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,215.00
V0430--VALLEY PAVING	3,690.00
V0431--KILO ENGINEERING LLC	5,860.00
	<b>286,660.50</b>

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

### **10. P-25-043 Balfany Farms**

The purpose of this item proposes the grading, utility, and street construction for a 29-lot single family residential subdivision located at the southeast quadrant of Main Street NW and Shenandoah Boulevard NW, Coon Rapids, Minnesota.

The application proposed the construction of a 29-lot residential development with streets, utilities and stormwater treatment features. The project will disturb 10.6 acres and create 2.04 acres of regulated impervious surface. The area drains to County Ditch 54. The water resource concerns are stormwater management, soils and erosion control, wetlands, and floodplain management which correspond to District Rules 3, 4, 5 and 6.

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

### **Conditions:**

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$7,250.00.

Rule 3.0 – Stormwater Management

2. The 100-year HWL listed on the grading plan for Pond 10 (853.60) is inconsistent with the proposed HydroCAD model (852.96). Please update.

Rule 4.0 – Soils and Erosion Control

3. Update the Soils and Erosion Control Plan to include the following:
  - a. Provide energy dissipation at all pipe outlets.
  - b. Provide standard details for inlet protection, pipe outlet energy dissipation, and washout containment facilities.
  - c. Update SWPPP Narrative, Note 8.4 to stabilize soils and soil stockpiles within 7 days of inactivity.

Rule 5.0 – Wetlands

4. Submittal of Wetland Bank Credit Withdrawal Verification.

**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 Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).
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.

**11. P-24-055 Blaine Town Center Redevelopment – Phase 2**

The Purpose of this item is for project scope changes to Phase 2 of the larger Blaine Town Center Development including streets, utility and stormwater infrastructure. The project is located between 105<sup>th</sup> and 109<sup>th</sup>, east of the National Sports Center and west of Radisson Road NE, Blaine, Minnesota.

This application is for project scope changes to Phase 2 of the larger Blaine Town Center Development, which was approved on 5/12/2025 and permitted on 5/13/2025. The scope change includes the construction of a roundabout along 105<sup>th</sup> avenue. The updated design also includes utilities and reconfigured stormwater management features. The overall disturbance of 35 acres remains the same. The new scope of work will result in a total of 2.74 acres of new and fully reconstructed impervious surface. The area drains to County Ditch 41. The relevant water resource concerns are stormwater management and erosion and sediment control which are District Rules 3 and 4.

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

**Conditions:**

Rule 3.0 – Stormwater Management

1. The proposed drainage map appears to have two sets of proposed contour lines shown for Pond 5. Please revise to show only the Phase 2 proposed contours.
2. Please remove the "Bioretention Basin with Underdrain" detail from sheet C8-3 as it does not apply to phase 2 of the project.
3. The storm sewer plan indicates that sumps are no longer proposed within structures 302, 303, 304, and 307. Please update Table 3.2 in the narrative and the SHSAM outputs in the appendix to reflect this.

**Stipulations:** The permit will be issued with the following stipulations as conditions of the permit.

By accepting the permit, the applicant agrees to these stipulations:

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of post construction infiltration tests on Infiltration Basin 1, Infiltration Basin 2, and Biofiltration Basin 11 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. The applicant must apply for coverage under the Minnesota

Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

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

## **POLICY ITEMS**

### **7. Personnel Manual**

Administrative Services Coordinator Corinne Elfelt presented the Board with the Coon Creek Watershed District's (CCWD) amended Personnel Manual.

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On August 14, 2023, the Board approved an amendment to the Manual to include the change in cannabis laws in Minnesota and other minor housekeeping within the Manual.

An updated Personnel Guidance Manual was needed primarily due to new laws requiring employers to comply with new Minnesota Paid Family and Medical Leave. The addition of this law requires changes in how the District handles this new leave in conjunction with other leaves as outlined in the Manual.

On February 23, 2026, a DRAFT Personnel Guidance Manual was prepared for the Board. At that meeting, the Board decision was to hold over the DRAFT for consideration at a future meeting.

On March 9, 2026, the Board was presented with an opportunity to discuss and review possible revisions to the DRAFT Manual. Board consensus was that the recommended revisions should be made and be brought back for adoption at the March 23, 2026, meeting.

The amended Personnel Manual was provided to all Board Members via the Coon Creek Watershed District website.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to Adopt the Personnel Guidance Manual as written effective March 24, 2026.

Board Member McCullough moved to adopt the amended Personnel Guidance Manual as written. Seconded by Board Member Lind. The motion carried with four (4) yeas (Board Members Hafner, Lind, Lund, and McCullough) and no nays.

### **8. Grant Agreement with MPCA for SWC Resilience Award**

Mr. Janke discussed the purpose of this item is to authorize execution of a grant agreement with the MN Pollution Control Agency (MPCA) for a \$147,520 state grant under the Planning Grants for Stormwater, Wastewater, and Community Resilience (SWC Resilience) program. Staff have not yet received a copy of the grant agreement but anticipate a standard MPCA grant contract will be disbursed electronically soon. The proposed grant workplan was attached for reference.

In December 2024, Coon Creek Watershed District (CCWD) responded to an open Request for Proposals for the FY26 Planning for SWC Resilience program. Staff worked with Stantec to develop a proposal to identify and plan for stormwater infrastructure improvements needed to mitigate current and future flooding impacts within the Knoll Creek (Ditch 39) Subwatershed.

This project was identified as a priority in the comprehensive subwatershed assessment recently completed for Ditch 39 where 135 habitable structures, two storm shelters, and two evacuation routes were identified as being at possible risk of flooding in the 100-year, 24-hour precipitation event.

The proposed project includes development of a calibrated 2D hydrology and hydraulics model for the entire subwatershed for a refined understanding of flood risk and impacts and completion of a stormwater resilience plan that outlines recommended regional mitigation strategies. The District received notice on March 9, 2026 that our proposal was selected for full funding.

The grant agreement requires a minimum of 10% local match or \$14,752 which is already included in the 2026 budget for Ditch 39 Subwatershed Plan Implementation.

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to authorize execution of a grant agreement with MPCA for the FY26 Planning for Stormwater, Wastewater, and Community Resilience grant.

Board Member Hafner moved to authorize execution of a grant agreement with MPCA for the FY26 Planning for Stormwater, Wastewater, and Community Resilience grant contingent upon the reviewal and approval of Staff and 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.

## 9. 2027 Budget Calendar and Process

Mr. Janke presented the staff report proposing the following calendar for preparation of the 2027 Budget.

### Proposed Board Budget Calendar

The proposed budget calendar has three refinements

- 1) Removes early-stage discussions and estimates
- 2) Preliminary budget components are combined and reorganized
- 3) Process following the draft budget remains largely unchanged, with minor timing adjustments to better align with logistics.

<u>Date</u>	<u>Task</u>
4/27	Adopt Budget Calendar and Process
5/11	Preliminary Operating Costs and Services
5/26	Preliminary Salaries and Benefits
6/8	Preliminary Program and Capital Plan
6/8	<b>DISTRICT TOUR</b>
7/13	Draft Budget #1
7/27	Draft Budget #2 and Approve Advisory Committee Review
8/10	Draft Budget #3
8/24	Draft Budget #4 and Order Public Hearing on Budget
9/14	Budget Hearing & Adoption
12/14	Adoption of Final Property Tax Levy

Based on the findings and exhibits as presented in the Staff Report, the staff recommendation was to approve the newly proposed budget process and calendar for the development of the 2027 District Budget.

Board Member Campbell moved to approve the budget process and proposed budget calendar for the development of the 2027 District Budget. Seconded by Board Member Lund. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

In addition to the budget process and proposed budget calendar for 2027, Staff is seeking direction on whether the Board would like to continue the District tour in 2026, and if so, whether the general focus should remain consistent with past tours or be adjusted.

The District tour was discussed and will remain a scheduled activity with minor updates. The recommendation by the Board was to District vehicles to transport the Board and staff for the tour of predetermined sites instead of renting a bus. In addition, Members and staff would meet at a designated location for staff presentations as well as social time. City, County and committee members would be invited as well. The date/time for the tour is yet to be determined.

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

**10. P-25-043 Balfany Farms**

**11. P-24055 Blaine Town Center – Phase 2**

**DISCUSSION ITEMS**

**12. Watershed Management Video**

The purpose of 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. In December 2025, a video series developed by the Board of Water and Soil Resources (BWSR) for members of local government boards and commissions was shared with the Board.

At the March 23<sup>rd</sup> meeting, the video "*Minnesota Multilevel Partnership Approach*" was viewed by the Board.

**INFORMATIONAL ITEMS**

**13. Lino Lakes takes over as ditch authority from watershed**

Mr. Janke shared an article regarding The City of Lino Lakes asking the Rice Creek Watershed District (RCWD) to transfer management authority of portions of Anoka County Ditch (ACD) 55 to the city. The specific portion requested for transfer is known as Branch 8.

The total length of the proposed transfer is approximately 4,600 feet. The watershed district will still manage the remaining portions of ACD 55, including its main trunk.

The city would inspect and maintain Branch 8 of the drainage system. It would manage it under its municipal authorities, rather than under M.S.103E. The city will still be obligated to manage the drainage system to meet the needs of upstream landowners.

City and private developers will likely replace most of Branch 8 with urban stormwater infrastructure (storm sewer, open channels and ponds) to accommodate future development in the area.

**ADJOURNMENT**

Board Member Lund moved to adjourn at 6:24. Seconded by Board Member Campbell. The motion carried with five (5) yeas (Board Members Campbell, Hafner, Lind, Lund, and McCullough) and no nays.

  
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President

