

## **BOARD MEETING AGENDA**

**Board Room**  
**Coon Creek Watershed District Offices**  
**Tuesday, May 26, 2026**  
**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 May 11, 2026**
6. **Bills/Accounts Payable**

### **POLICY ITEMS**

7. **Water Education Grant – Pond Exploration Equipment**
8. **Request to Seek Proposals – Economic Analysis**

### **PERMIT ITEMS**

9. **Blaine Town Center Parking Lots**
10. **CenterPoint CSAH 12 & CSAH 52**
11. **Suite Living Coon Rapids**

### **DISCUSSION ITEMS**

12. **Recognition of Board Member Service**
13. **District Administrator Review Process**
14. **Interest Proposals for Legal, Professional, or Technical Consultant Services**
15. **2027 Preliminary Salaries and Benefits**
16. **Watershed Management Video**

**INFORMATIONAL ITEMS**

**17. Legislature Wraps 2026 Session with Bonding and Tax Agreements**

**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, May 11, 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: Jim Hafner, Erin Lind (5:32 pm), Mary Campbell (5:32 pm), Jason Lund and Dwight McCullough.

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

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

Board Member Hafner moved to add permit items #9 - P26-022 Coon Rapids 26-3 Trail Reconstruction, #10 - P25-046 TCO Blaine PT Sports Performance, #11 - P26-018 Scheels Blaine Town Center to the Consent Agenda. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Hafner, Lund and McCullough) and no nays.

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

### **3. Announcements**

Administrator Janke announced that the position of Project Manager had been filled by David Petry. Petry currently works at Rice Creek Watershed District as a Project Manager and will join CCWD staff at the end of the month.

### **4. Open Mic/Public Comment – no one present or on Zoom.**

## **CONSENT ITEMS**

**5. Approval of Minutes of April 27, 2026**

**6. Receive Administrator's Report**

**7. Advisory Committee Report**

**8. Bills/Accounts Payable**

Claims totaling \$106,782.27 on the following disbursement(s) list will be issued and released upon Board approval.

<b>Vendor</b>	<b>Amount</b>
V0008--US BANK	16,339.01
V0010--A1 FLOOR AND CARPET CARE	1,119.30
V0054--MICHELLE J ULRICH PA	1,995.00
V0096--RANDY WESP EXCAVATING LLC	1,650.00
V0096--RANDY WESP EXCAVATING LLC	4,000.00
V0111--WELL GROOMED LAWNS INC	865.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	221.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	208.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	546.00
V0195--STANTEC CONSULTING SERVICES INC	34,006.00
V0195--STANTEC CONSULTING SERVICES INC	15,976.00
V0221--ABDO LLP	3,333.33
V0221--ABDO LLP	1,610.00
V0242--METRO I NET	7,330.00
V0352--HEALTH EQUITY INC	485.39
V0352--HEALTH EQUITY INC	26.35
V0352--HEALTH EQUITY INC	5,905.35
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,322.49
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,215.00
V0415--GOPHER STATE ONE CALL	4.05
V0429--ALLYANT	1,500.00
V0435--MARY T INC	125.00
	<b>106,782.27</b>

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

## **9. P26-022 Coon Rapids 26-3 Trail Reconstruction**

The purpose of this item is trail realignment and reconstruction located at the South side of Crooked Lake – Northdale Blvd NW to Main St NW, Coon Rapids, Minnesota.

The City of Coon Rapids is proposing the realignment and reconstruction of an existing trail along Highway 10 from Northdale Blvd to Main Street. The project will disturb 2.37 acres and create no regulated impervious. 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 tow (2) Conditions and zero (0) Stipulations.

### **Conditions:**

#### Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$9,480.00.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion and sediment control plan to include the following:
  - a. Include a note that sediment control will be at the base of stockpiles on the downgradient perimeter.
  - b. Provide redundant perimeter control along wetlands.

**Stipulations:** none

**10. P25-046 TCO Blaine PT Sports Performance**

The purpose of this item is to remodel a commercial building and parking reconstruction with associated stormwater treatment features located at 1308 113th Avenue NE. Blaine, Minnesota.

The applicant is proposing the redevelopment of an existing building into a medical center with parking and stormwater treatment features. The project will disturb 1.76 acres and result in 1.19 acres of regulated impervious surface. The parcel drains to County Ditch 41. The relevant water resource concerns are stormwater management and soils and erosion control, which 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:**

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$3,520.00.

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 erosion and sediment control plan 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:

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. 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.
3. Completion of (a) post construction infiltration test(s) on the Infiltration 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.
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.

#### **11. P26-018 Scheels - Blaine Town Center**

The purpose of this item is the construction of a commercial building with parking areas located at 2105 105th Ave NE. Blaine, Minnesota.

The applicant proposes the construction of a new commercial building within the Blaine Town Center commercial development. The project will disturb 5.59 acres and create 3.8 acres of regulated impervious surface. This project does require stormwater treatment, and all required impervious will be treated by the system proposed in P26-015. The project area drains to County Ditch 41. The relevant water resource concerns are stormwater management and soils and erosion control which 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 two (2) Conditions and three (3) Stipulations.

#### **Conditions:**

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of \$22,360.00.

Rule 4.0 – Soils and Erosion Control

2. Update the SWPPP 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:

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. Required stormwater volume must be adequately treated through District permit P26-015 or elsewhere off site.

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

**POLICY ITEMS**

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

**DISCUSSION ITEMS**

**12. 2027 Preliminary Operating Expenditures**

Janke reviewed the Operating Expenditures, the budget category that addresses general operating expenses required for day-to-day functions of the District. Janke highlighted the areas of greatest changes as outlined in the complete staff report. The overall preliminary proposed increase being approximately seventeen percent.

The Board discussed the changes in greater detail.

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

### **13. 2027 Preliminary Professional Services Expenditures**

Janke addressed the cost and professional services the District contracts for on an ongoing basis. The estimated change from the 2026 budget is a decrease of approximately five percent, largely due to improved project cost forecasting and reduced anticipated demand for general engineering services in 2027.

There was no further discussion by the Board.

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

### **14. Board Tour (At Board Meeting Discussion – no written staff report provided)**

Janke reviewed his understanding of the Board's desires for the upcoming Board Tour:

**Date:** June 8

**Time:** Board Meeting at Noon, Tour to follow at approximately 1:00 p.m.

**General Tour Guidance:** The Board would be escorted by staff in District Vehicles to 2 or 3 sites. Then return to the office around 3:00 p.m. for staff presentations and light refreshments with staff, CAC and TAC.

The Board consensus was the above process was what they would like to follow for the 2026 Board Tour.

### **15. Watershed Management Videos**

(Board Member Campbell asked that this item be moved to the end of the Agenda).

After discussing the informational item, the Board decided they would forgo the watching of a BSWR instructional video at this meeting.

## **INFORMATIONAL ITEMS**

### **16. Clean Water Council Large Volume Water Users Policy Statement**

Janke reviewed the article with the Board noting that there is a statewide effort to deal with possible future issues with large volume water users, such as data centers. He noted that with the State taking the lead there would be more layers of regulation should the District need to deal with in the future.

## **ADJOURNMENT**

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

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President

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 6  
**ITEM:** Bills to Be Paid

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

**REQUEST**  
 Approve bills

**BACKGROUND**

Claims totaling \$96,297.61 on the following disbursement list will be issued and released upon Board approval.

Vendor	Amount
V0014--ANOKA CONSERVATION DISTRICT	23,550.00
V0015--ANOKA COUNTY MN	1,000.00
V0027--CITY OF FRIDLEY	24,900.00
V0038--ENVIRONMENTAL SYSTEMS RESEARCH INST INC ESRI	7,500.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0348--BLUE CROSS BLUE SHIELD OF MN	25,301.52
V0350--FIRST UNUM LIFE INSURANCE COMPANY	737.62
V0351--DELTA DENTAL OF MN	1,787.55
V0352--HEALTH EQUITY INC	288.46
V0352--HEALTH EQUITY INC	905.35
V0360--PAYLOCITY	572.68
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	7,644.43
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,215.00
V0384--MN POLLUTION CONTROL AGENCY	700.00
	<b>96,297.61</b>

Item 6: Bills to be Paid Page 2 of 2

Company name:	Coon Creek Watershed District									
Created on:	5/20/2026									
Vendor name	Bill number	Date	Fund name	Department name	Account	Capital Project ID	Grant ID	Transaction amount	Memo	
<b>5222026</b>										
MINNESOTA STATE RETIREMENT SYSTEM	05222026	5/22/2026	General Fund	Water Quality	60718			435.00	05222026 MSRSPYRL	
MINNESOTA STATE RETIREMENT SYSTEM	05222026	5/22/2026	General Fund	Operations & Maintenance	60718			105.00	05222026 MSRSPYRL	
MINNESOTA STATE RETIREMENT SYSTEM	05222026	5/22/2026	General Fund	Watershed Development	60718			150.00	05222026 MSRSPYRL	
MINNESOTA STATE RETIREMENT SYSTEM	05222026	5/22/2026	General Fund	Planning	60718			200.00	05222026 MSRSPYRL	
MINNESOTA STATE RETIREMENT SYSTEM	05222026	5/22/2026	General Fund	Administration	60718			300.00	05222026 MSRSPYRL	
MINNESOTA STATE RETIREMENT SYSTEM	05222026	5/22/2026	General Fund	Public & Governmental Affairs	60718			25.00	05222026 MSRSPYRL	
<b>Sum for 05222026</b>								<b>1,215.00</b>		
<b>0973570-001 JUN26</b>										
FIRST UNUM LIFE INSURANCE COMPANY	0973570-001 JUN26	5/20/2026	General Fund	Administration	21050			414.37	JUNE 2026 INSLTD	
FIRST UNUM LIFE INSURANCE COMPANY	0973570-001 JUN26	5/20/2026	General Fund	Administration	60715			90.16	JUNE 2026 INSLDLIFE	
FIRST UNUM LIFE INSURANCE COMPANY	0973570-001 JUN26	5/20/2026	General Fund	Water Quality	60715			32.11	JUNE 2026 INSWQLIFE	
FIRST UNUM LIFE INSURANCE COMPANY	0973570-001 JUN26	5/20/2026	General Fund	Operations & Maintenance	60715			33.66	JUNE 2026 INSOMLIFE	
FIRST UNUM LIFE INSURANCE COMPANY	0973570-001 JUN26	5/20/2026	General Fund	Watershed Development	60715			36.07	JUNE 2026 INSWDLIFE	
FIRST UNUM LIFE INSURANCE COMPANY	0973570-001 JUN26	5/20/2026	General Fund	Administration	21050			131.25	JUNE 2026 INSLIFE	
<b>Sum for 0973570-001 JUN26</b>								<b>737.62</b>		
<b>2026 BEMPP TRNG</b>										
MIN POLLUTION CONTROL AGENCY	2026 BEMPP TRNG	5/15/2026	General Fund	Water Quality	61549	FROJ25-505		700.00	BEMPP TRNG CV & EKFRSH TRNG MACRD INVERT	
<b>Sum for 2026 BEMPP TRNG</b>								<b>700.00</b>		
<b>2026054</b>										
ANOKA CONSERVATION DISTRICT	2026054	4/14/2026	General Fund	Water Quality	61549	FROJ26-504		23,550.00	2026 MONITORING & MGMT WORKPLAN	
<b>Sum for 2026054</b>								<b>23,550.00</b>		
<b>26 NEARMAP</b>										
ANOKA COUNTY MN	26 NEARMAP	5/12/2026	General Fund	Operations & Maintenance	61575			1,000.00	2026 NEARMAP AERIAL IMAGERY	
<b>Sum for 26 NEARMAP</b>								<b>1,000.00</b>		
<b>26 WQCS INITIAL</b>										
CITY OF FRIDLEY	26 WQCS INITIAL	5/12/2026	General Fund	Water Quality	61549	FROJ25-506		24,900.00	2026 WQCS INITIAL 80% ICE BREAKER EQUIP	
<b>Sum for 26 WQCS INITIAL</b>								<b>24,900.00</b>		
<b>260501444744</b>										
BLUE CROSS BLUE SHIELD OF MN	260501444744	5/19/2026	General Fund	Water Quality	60722			5.38		
BLUE CROSS BLUE SHIELD OF MN	260501444744	5/19/2026	General Fund	Administration	60722			30.96		
BLUE CROSS BLUE SHIELD OF MN	260501444744	5/19/2026	General Fund	Watershed Development	60722			31.66		
BLUE CROSS BLUE SHIELD OF MN	260501444744	5/19/2026	General Fund	Administration	21050			25,192.38		
BLUE CROSS BLUE SHIELD OF MN	260501444744	5/19/2026	General Fund	Operations & Maintenance	60722			25.62		
BLUE CROSS BLUE SHIELD OF MN	260501444744	5/19/2026	General Fund	Planning	60722			15.52		
<b>Sum for 260501444744</b>								<b>25,301.52</b>		
<b>900252884</b>										
ENVIRONMENTAL SYSTEMS RESEARCH INST INC ESRI	900252884	5/13/2026	General Fund	Administration	61575			7,500.00	ARCGIS ONLINE CREATOR ANNUAL	
<b>Sum for 900252884</b>								<b>7,500.00</b>		
<b>B022386</b>										
ENVIRONMENTAL LABORATORIES INC	B022386	5/8/2026	General Fund	Water Quality	61549	FROJ26-504		195.00	W06022386 MONITORING	
<b>Sum for B022386</b>								<b>195.00</b>		
<b>CNS0002160317</b>										
DELTA DENTAL OF MN	CNS0002160317	5/19/2026	General Fund	Administration	21050			1,787.55	T04578 DENTAL INS JUNE 26	
<b>Sum for CNS0002160317</b>								<b>1,787.55</b>		
<b>INV3798881</b>										
PAYLOCITY	INV3798881	5/20/2026	General Fund	Administration	63052			572.68	IMPL FEESH HCM SOLUTION MAY 2026	
<b>Sum for INV3798881</b>								<b>572.68</b>		
<b>IYNK2I</b>										
HEALTH EQUITY INC	IYNK2I	5/22/2026	General Fund	Water Quality	60713			144.00	05222026 HSA DEDUCTIONS	
HEALTH EQUITY INC	IYNK2I	5/22/2026	General Fund	Planning	60713			144.23	05222026 HSA DEDUCTIONS	
HEALTH EQUITY INC	IYNK2I	5/22/2026	General Fund	Watershed Development	60713			150.00	05222026 HSA DEDUCTIONS	
HEALTH EQUITY INC	IYNK2I	5/22/2026	General Fund	Administration	60713			394.05	05222026 HSA DEDUCTIONS	
HEALTH EQUITY INC	IYNK2I	5/22/2026	General Fund	Public & Governmental Affairs	60713			73.07	05222026 HSA DEDUCTIONS	
<b>Sum for IYNK2I</b>								<b>905.35</b>		
<b>SOMPER000850772</b>										
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	SOMPER000850772	5/22/2026	General Fund	Administration	21050			7,644.43	05222026 PERAPYRL	
<b>Sum for SOMPER000850772</b>								<b>7,644.43</b>		
<b>U798TBE-P</b>										
HEALTH EQUITY INC	U798TBE-P	5/12/2026	General Fund	Administration	60713			288.46	MAY 12 DFC JI DEDUCTION	
<b>Sum for U798TBE-P</b>								<b>288.46</b>		
<b>Sum Total</b>								<b>96,297.61</b>		

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 7  
**ITEM:** Water Education Grant – Pond Exploration Equipment

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

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**REQUEST**

Review Water Education grant application 26-01 and award grant of \$1,000 for the costs associated with implementing a PreK-12 pond exploration program at Springbrook Nature Center.

**BACKGROUND**

In fall of 2025 the Board budgeted \$4,000 for water education grants in 2026. This is the first application received for water education grant funding in 2026.

On May 6th, Cody Rossetti, the Interpretive Program Coordinator for Springbrook Nature Center (SNC), applied for a \$1,000 Water Education Grant to help fund the replacement of broken and aging pond sampling equipment used to implement SNC’s pond exploration program.

SNC states in their application that the purpose of their Pond Exploration Program is to introduce students of all ages to aquatic ecosystems. Through this program, students explore the biodiversity of organisms that live in local ponds and creeks, gaining an appreciation for what they can’t normally see and the creatures that they may find scary or gross. Water Education Grant funds would be used to expand the pond exploration program and replace equipment that is broken or nearing the end of its useful life. Equipment includes nets, magnifying containers, petri dishes, reference books, models, and an AV camera to magnify and display macroinvertebrates on larger viewing screens.

This is the first Water Education Grant Application Coon Creek Watershed District (CCWD) has received from Springbrook Nature Center since 2014.

**ISSUES/CONCERNS:**

<b>Available Funds</b>	\$4,000	
<b>Request</b>	\$1,000	Balance = \$3,000
<b>Eligibility</b>	Government agency.	Yes, Springbrook Nature Center is part of the City of 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; children of all ages and their families are eligible to participate in the pond exploration program</li> <li>2. Yes; opportunity for direct interaction with local water resources</li> <li>3. Yes; the program is specifically designed for PreK-12</li> </ol>

**RECOMMENDATION**

Approve Water Education Grant application of \$1,000 for the costs associated with implementing a PreK-12 pond exploration program at Springbrook Nature Center.

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 8  
**ITEM:** Request to Seek Proposals for Economic Analysis

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**AGENDA:** Policy  
**BUDGET:** \$125,000

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**ACTION REQUESTED**

Authorize staff to solicit proposals for the District Economic Analysis and return to the Board with proposal results and a recommended consultant selection.

**PURPOSE**

To begin the consultant selection process for a budgeted economic analysis intended to support long-term District planning, funding, implementation, and public cost communication.

**BACKGROUND**

The District has previously budgeted funds for an Economic Analysis. The budgeted project identifies valuation, willingness to pay, and financing mechanisms as intended study elements to support achieving and maintaining the District's mission long term.

The District's implementation needs have become larger and more complex over time.

Future work is expected to involve a combination of District levy, grants, intergovernmental cost sharing, partner participation, financing tools, and coordinated project delivery. The District also needs better tools to evaluate implementation pacing, public cost, funding options, and the economic value of District programs and projects.

Staff have been refining the intended purpose and scope of the study. The current working approach is to develop practical economic information and decision-support tools the Board and staff can use to evaluate long-term implementation needs, funding options, public cost, financing mechanisms, and the value of District programs and projects.

The analysis results are expected to support future budget development, capital planning, partner funding discussions, grant strategy, and public communication.

**ISSUES/CONCERNS**

**Budget:** The District has budgeted up to \$125,000 for this work. Staff anticipate structuring the request for proposals to distinguish between priority work and optional expanded tasks.

**Long-Term Funding and Implementation:** The District has long-term mandated responsibilities related to water quality, flood risk reduction, drainage, wetlands, groundwater, regulation, and public service. As implementation needs increase, the Board will need better information about the cost, timing, funding structure, and public value of District work.

**Analysis Questions:** The proposed study is expected to help evaluate questions such as the level of public investment needed to achieve and maintain the District mission, available funding and financing mechanisms, cost implications of different implementation schedules, public cost impacts, and the economic value or public benefit of District programs and projects.

### **REQUEST FOR PROPOSALS PROCESS**

**Solicitation:** Staff will prepare and distribute a request for proposals to qualified firms with experience in public finance, environmental economics, local government funding, infrastructure planning, water resource economics, or related fields.

**Scope:** The request for proposals will identify desired outcomes while allowing consultants to recommend the best approach, scope refinements, optional tasks, and methods based on their expertise. Staff anticipate asking consultants to distinguish between priority work that can be completed within the available budget and optional expanded tasks that may be considered separately.

**Evaluation:** Staff will review proposals based on qualifications, understanding of the District's needs, proposed approach, deliverables, schedule, cost, and ability to produce decision tools usable by the Board and staff.

**Contract Award:** Authorizing solicitation of proposals does not authorize a consultant contract or commit the District to proceed with the work. Staff will return to the Board with proposal results, scope considerations, and a recommended consultant selection before contract award.

### **OPTIONS**

1. Authorize staff to solicit proposals for the District Economic Analysis and return to the Board with proposal results and a recommended consultant selection.
2. Direct staff to revise the proposed procurement approach or study purpose before soliciting proposals.
3. Defer solicitation of proposals.
4. Provide other direction.

### **RECOMMENDATION**

Authorize staff to solicit proposals for the District Economic Analysis and return to the Board with proposal results and a recommended consultant selection.

**Permit Application Review Report**  
**Date: 5/20/2026**

**Board Meeting Date: 5/26/2026**  
**Agenda Item: 9**

Applicant/Landowner:

EB Blaine Development LLC  
Attn: Corey Burstad  
10901 Baltimore St NE  
Blaine, MN 55449

**Project Name:** Blaine Town Center Parking Lots

**Project PAN:** P-26-015

**Project Purpose:** parking lots, utilities and stormwater management features

**Project Location:** West of Radisson Road and east of former Invictus, Blaine

**Site Size:** size of parcel - 83.0 acres; size of disturbed area - 13.0 acres; size of regulated impervious surface - 9.03 acres

**Applicable District Rule(s):** Rule 2, Rule 3, Rule 4

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**Recommendation:** Approve with 5 Conditions and 5 Stipulations

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**Description:** The applicant is proposing the construction of several parking areas as well as stormwater treatment features for use in the Blaine Town Center redevelopment area. The project is also providing treatment for run off from the Blaine Town Center Parking Ramp (P26-005) and Scheels (P26-018). The project will disturb 13 acres and create 9.03 acres of regulated impervious surface. The area drains to County Ditch 41. The relevant water resource concerns are stormwater management and soils and erosion control which are District Rules 3 & 4. See attached Figure 1: Project Location and Figure 2: Site Plan.

**Conditions to be Met Before Permit Issuance:**

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of \$52,000.00 and execute a signed escrow agreement.

Rule 3.0 – Stormwater Management

2. Ensure the MIDS model reflects the updated design.
3. Ensure the values listed in the Stormwater Report narrative align with the values in the HydroCAD model.
4. 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

5. Provide a note to sweep streets free of sediment by the end of each workday.

**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. Completion of a post excavation (prior to rock placement) infiltration test on Underground Infiltration System 5 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.
4. Completion of a post construction infiltration test on Infiltration Basin 3 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.
5. 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.

**Exhibits:**

<b>Exhibit Type</b>	<b>Exhibit Author</b>	<b>Signature Date</b>	<b>Received Date</b>
Construction Plans	Loucks	05/01/2026	05/06/2026
Geotechnical Evaluation Report	Braun Intertec	01/30/2026	05/06/2026
Darcy's Law Calculations	Loucks	undated	04/16/2026
Stormwater Management Plan	Loucks	05/05/2026	05/06/2026
Volume Management Table	Loucks	undated	05/06/2026

**Findings**

**Fees and Escrows (Rule 2.7):**

The applicant has submitted a \$5,500.00 review and inspection fee and deposit which corresponds with the sum of fees associated with the following rules. Rule 3.0 (\$3,000) and Rule 4.0 (\$2,500 for 13.0 acres of land disturbance proposed).

The applicant will be required to submit a performance escrow in the amount of \$52,000.00. This corresponds to \$4,000/acre of disturbance (13.0 acres of land disturbance proposed).

**Stormwater Management (Rule 3.0):**

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG A. Curve Numbers have been shifted down ½ classification to account for the impacts of grading on soil structure.

**Rate Control:** Peak stormwater flow rate at each point of site discharge does not increase from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-,

100- years as shown in Table 1. The project will not impact Drainage Sensitive Use areas. The rate control standard is met.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
CD 41	50.83	41.21	87.93	82.43	204.85	121.16
105th Ave	25.78	6.26	43.59	18.13	127.6	56.72
Nassau Street	4.57	2.84	4.73	4.43	4.53	4.48
Radisson Rd	1.03	0.04	1.55	0.12	2.94	0.77

**Table 1.**

**Volume Control:** The application proposes redevelopment which disturbs more than 50% of the site or reconstructs more than 50% of the existing impervious surface, therefore the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface including existing impervious surface that is not proposed to be reconstructed. The amount of proposed impervious required to be treated is 651,496 ft<sup>2</sup>.

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft <sup>2</sup> )	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft <sup>3</sup> )	Water Quality Volume Provided (ft <sup>3</sup> )
Untreated	8,607	None	0	789	0
12P - Pond 1	11,379	Pond 1	0.5	2,086	81,122
EP - Infiltration Basin 3	89,030	Infiltration Basin 3	1	8,161	9,035
GP - Sedimentation Basin 5	139,789	Sedimentation Basin 5	0.5	25,628	25,808
DP - Scheel's N Underground Infiltration System 5	402,691	Scheel's N Underground Infiltration System 5	1	36,913	38,078
<b>Totals:</b>	<b>651,496</b>			<b>73,578</b>	<b>154,043</b>

**Table 2.**

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
UG Infiltration System - MH 201A	Catch Basin Sump	85
UG Infiltration System - CB 208A	Catch Basin Sump w/ Preserver	83
UG Infiltration System - MH 206	Catch Basin Sump w/ Preserver	84
UG Infiltration System - CBMH 203A	CDS 3035 or AquaSwirl AS-6	80
UG Infiltration System - CBMH 210A	CDS 3020 or AquaSwirl AS-6	81
UG Infiltration System - CBMH 200B	CDS 2020 or AquaSwirl AS-5	81
UG Infiltration System - MH 232	CDS 3030 or AquaSwirl AS-6	81

**Table 3.**

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project meets pretreatment requirements as shown in Table 3.

The volume control standard has been met to the maximum extent practicable as shown in Table 2. The untreated area is associated with the Scheels loading dock which cannot be routed to a treatment feature.

Water Quality: The total Water Quality Volume has been provided in aggregate.

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

<b>Discharge Point</b>	<b>TSS Removal Provided</b>
County Ditch 41	91
105th Ave	91
Nassau Street	81
Radisson Road	81

**Table 4.**

The TSS removal standard is met at each discharge point as shown in Table 4.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is new development which includes buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level and 1 foot above the emergency overflow. The lowest basement floor elevations are proposed at 903 ft and 909 ft NAVD 88. The applicable 100-year high water levels are 904.07, 905.9, and 898 ft NAVD 88 and the applicable emergency overflows are 904.6, 900, and 908.85 NAVD 88. Darcy’s law calculations have been provided to show that the high-water level of the underground infiltration system will not impact the existing building’s low floor. The freeboard requirement is met.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Easements: Maintenance easements for all stormwater management practices are required for the proposed project.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

**Soils and Erosion Control (Rule 4.0)**

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Ditch 41. The soils affected by the project include Lino and Isanti and have a soil erodibility factor of 0.15 or greater. Disturbed areas are proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes perimeter control, stabilized construction entrance, inlet protection, and erosion control blanket. The erosion control plan does not meet District requirements because streets are not proposed to be swept free of sediment by the end of each workday. The site does 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)**

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

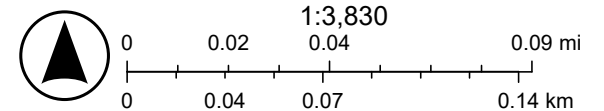
**Variances (Rule 10.2)**

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

Figure 1: Project Location - BTC Parking Lots



5/15/2026



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Vantor





**Permit Application Review Report**  
**Date: 5/20/2026**

**Board Meeting Date: 5/26/2026**  
**Agenda Item: 10**

Applicant/Landowner:

CenterPoint Energy  
Attn: Maddie Tyler  
505 Nicollet Mall  
Minneapolis, MN  
55402-1113

**Project Name:** CSAH 12 & CSAH 52 (WO# 122214394)

**Project PAN:** P-26-029

**Project Purpose:** directional bore relocation and abandonment of utility lines

**Project Location:** CSAH 12 & CSAH 52, Blaine

**Site Size:** size of disturbed area - 0.64 acres

**Applicable District Rule(s):** Rule 2, Rule 4

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**Recommendation:** Approve with 3 Conditions and 1 Stipulation

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**Description:** CenterPoint Energy is proposing the directional boring of new utility lines and utility line abandonment along 109<sup>th</sup> Avenue and near the intersection of 109<sup>th</sup> Avenue and Radisson Rd in Blaine. This work coincides with the Anoka County signal project in the same area. The project will disturb 0.64 acres and create no regulated impervious surface. The project drains to Ditch 41. The relevant water resource concern is erosion and sediment control. 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 performance escrow in the amount of \$2,560.00.

Rule 4.0 – Soils and Erosion Control

2. Update erosion control plans to show location of inlet protection.
3. Update erosion control plans to stabilize exposed soils and stockpiles within 24 hours.

**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.

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Standard Detail Plates	Center Point Energy		05/11/2026
BMP Specification Sheets	Center Point Energy		05/11/2026
Construction Plans	Merjent	04/29/2026	05/11/2026

**Findings**

**Fees and Escrows (Rule 2.7):** The applicant has submitted a \$1,500.00 review and inspection fee deposit which corresponds with the sum of fees associated with the following rules. Rule 4.0 (\$1,500.00 for 0.64 acres of land disturbance proposed).

The applicant will be required to submit a performance escrow in the amount of \$2,560.00. This corresponds to \$4,000/acre of disturbance (0.64 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 5000 square feet and within 50 feet of and drains to a waterbody.

The proposed project drains to Ditch 41. The soils affected by the project include Isanti, Lino, and Zimmerman and have 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, street sweeping, inlet protection, and erosion control blankets. The erosion control plan does not meet District Requirements because soils and stockpiles are not proposed to be stabilized within 24 hours, and inlet protection is not shown on the plans. The site does not require an NPDES permit. See attached Figure 3: Erosion and Sediment Control Plan

**Wetlands (Rule 5.0)**

Wetlands exist throughout project locations, but no impacts are proposed. 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)**

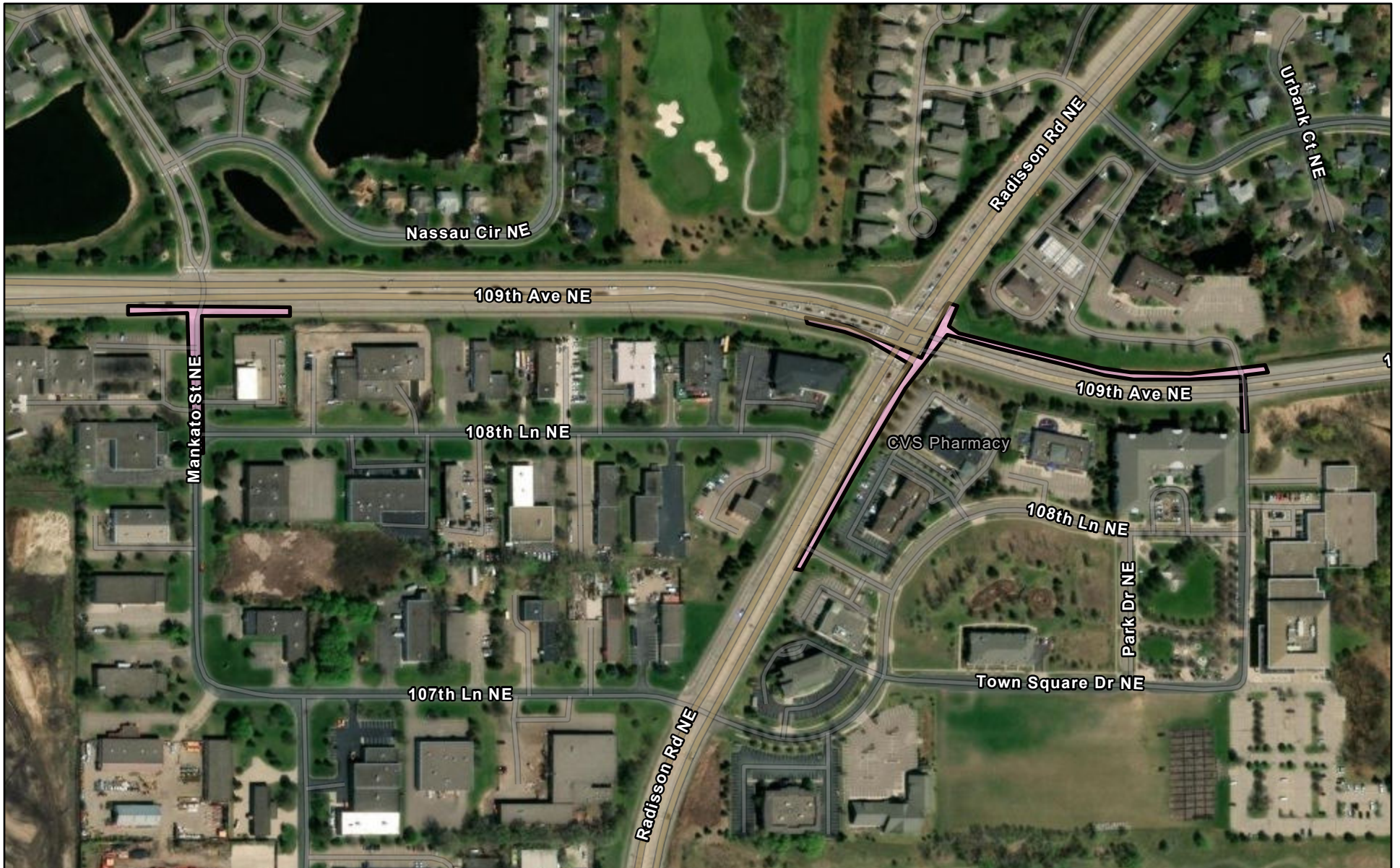
The proposed project does not include a land disturbing activity on land adjacent or directly

contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

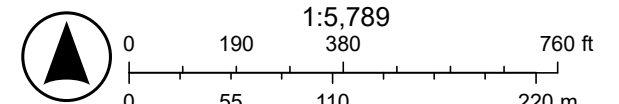
**Variations (Rule 10.2)**

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

Figure 1: Project Location for P26-029 CSAH 12/52 CenterPoint



5/20/2026



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Vantor

**CONSTRUCTION NOTES**

Obtain Construction Plans from Designer prior to starting job.  
 Coordinate with Contractor/Engineering Firm for exact location of proposed structures and facilities prior to installation of gas facilities.  
 Install new main as shown or as directed in field at time of installation. Contact Engineering for approval of field generated changes.  
 Long gas mains and services to be installed below proposed 40'-0" cuts (See Construction Plans).  
 All test points should be installed in the boulevard or other acceptable location and avoid placement in driving lanes.  
 Verify Casing Test results if required prior to abandoning main.  
 Pipeline Markers: Contractor shall be responsible for installing pipeline markers per Natural Gas Operations Manual, Section 5.4.

**CONSTRUCTION PROCEDURES**

Install, Clean and Test, and Put in Service, Proposed new main per CenterPoint Energy Construction and Service Manual.  
 Procedure for tapping or making tees to existing gas mains: Verify existing gas main size, type, and location prior to tapping or making tees. Monitor and verify using a pressure gauge, existing gas main Pressure Class within the bell hole of tap location or tee-to-location prior to tapping or making tees.  
 Purge new main unit essentially 100% reading is obtained on Combustible Gas Indicator. See CenterPoint Energy Construction and Service Manual Section CS-8-1.230 for purging mains into service.  
 Complete all Service a/Meter Work as directed. (See Service Survey)  
 See Abandonment Procedures for abandonment and purging procedures.  
 Install a marker ball at a new end of main, at a valve, at each all of a horizontal offset, at road crossings and at any fitting or pressure control identified as needing to be located in the plans. Refer to CenterPoint Energy Construction and Service Manual Section CS-8-1.310 for installation procedures.

**NOTE: BORE ALL PAVED STREETS AND DRIVEWAYS**  
 Minimum depth requirements for crossings of state highways and county roads is 60". Minimum depth requirements for crossings of city streets and township roads is 48".  
 Minimum depth for parallel installations on state highways and county roads is 30". Minimum depth for parallel installations on city streets and township roads is 30". All steel pipe welds to be coated with 2 part epoxy.

When butt fusing to existing or service polyethylene, visually inspect for the presence of hydrocarbon permeation immediately after removing fusion run. If any bubbling is identified on the heated surface, do not join to new PE pipe. Allow to cool and cut this end off (12" length) and send to the Golden Valley Lab with street location and W.O.D. #. Complete the television using an electrofusion coupling).  
 Document in field notes.

**Pipe < 4 inches Diameter (Unregulated PCB area):**  
 Project area cleared for internal impacts. Pipe being removed is unregulated for disposal if coating does not exist or is non-abrasive. Refer to CNP Construction and Service Manual CS-8-1.110, CS-8-1.320, and CS-8-1.100, for pipe to be abandoned.

**ABANDONMENT PROCEDURES**

See Construction Procedures for installation of mains and services prior to abandonment.  
 Cut and abandon existing main as shown. Purge abandoned mains until essentially 0% gas reading is obtained on Combustible Gas Indicator.  
 See CenterPoint Energy Construction and Service Manual Section CS-8-1.110 and Section CS-8-1.230 for purging mains out of service using air movers.  
**CROSS COMPRESSION SHALL BE USED TO LOWER PRESSURE IN LINE PRIOR TO VENTING TRAPPED GAS AND PURGING LINE OUT OF SERVICE. IF CROSS COMPRESSION CANT BE USED, CONTACT ENGINEERING.**  
**Warning:** cross compression into a one-way flow system requires Engineering approval.  
 Trapped gas to be transferred to C.L.C. (S) PSC system.  
 Do not exceed 50' PSC on the outlet side of the Cross Compression unit. Monitor using digital gauge on outlet side of unit.  
 Contact Area CEM Personnel prior to starting job to review Cross Compression process and to arrange field support.  
 For typical connection of Cross Compression:  
 Plastic Mains: Use a 1-1/2" PE Service Tee with a temp. 1-5/16" anodized riser with valve Steel Mains: Use a 2" TOR DRH Nipple.  
 Contact Engineering with questions.



**PROJECT : 122214394**  
**CITY: ANOKA**  
**COUNTY: ANOKA COUNTY**

**LEGEND:**

—	IN SERVICE
---	PROPOSED
---	PROPOSED/ABANDONED
---	ABANDONED
---	NOT A SHEET OF PROJECT
---	SEE NOTES

**Pipe Summary**

18'	2" PE Class 5
188'	4" PE Class 5
88'	8" PE Class 5
2152'	TOTAL PIPE

**Proposed Abandoned Pipe**

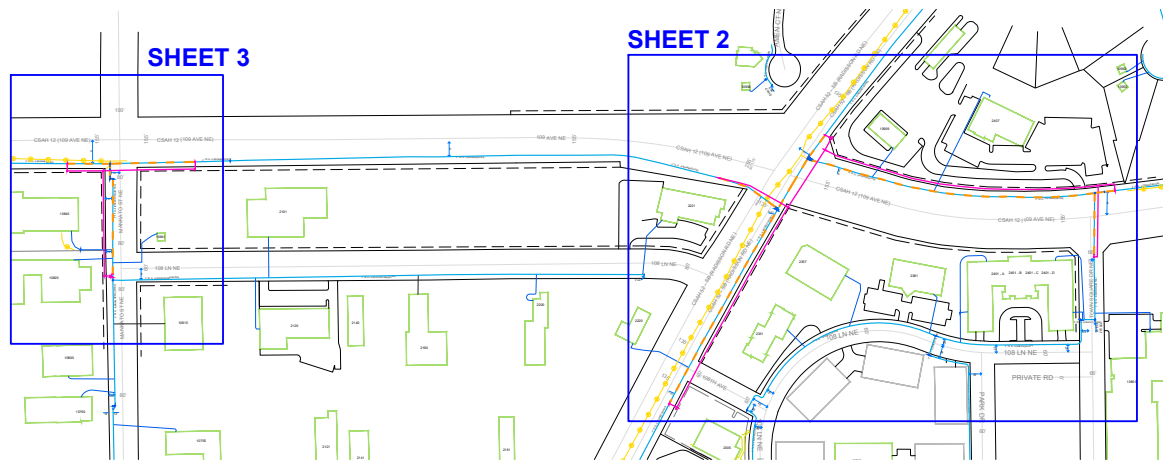
18'	2" PE Class 5
25'	4" PE Class 5
152'	GENERIC PLASTIC OTHER MAIN - 2" Class 3
7'	GENERIC PLASTIC OTHER MAIN - 2" Class 3
2862'	GENERIC PLASTIC OTHER MAIN - 4" Class 3
2862'	TOTAL PIPE

**OWNER:**  
 PIPELINE INTEGRITY PACKET: N  
 STATION NUMBER: N/A  
 CO NUMBER: N/A  
 CORROSION: N/A  
 EMP: N/A  
**SITE CONTACT:** BOB ZENGER  
 Sr. ENGINEER  
 1508  
 651-262-4523  
**SURVEYOR REQUIRED?** Y  
**RETURN PACKET TO ENG?** N  
**JOB BRIEFING REQUIRED?** Y  
**GRIP #:** 273-2026  
**PERMITS:** CITY OF BLAINE  
 ANOKA COUNTY

**PROJECT DESCRIPTION:** SHEL  
 CSH: U & CSH: U; BLAINE  
**DESIGNER:** JAKE JACOBSON  
**PHONE #:** 651-262-4523  
**DRAWN BY:** JAKE JACOBSON  
**ISSUE DATE:** 04/26/2024  
**REVISION INFO:**

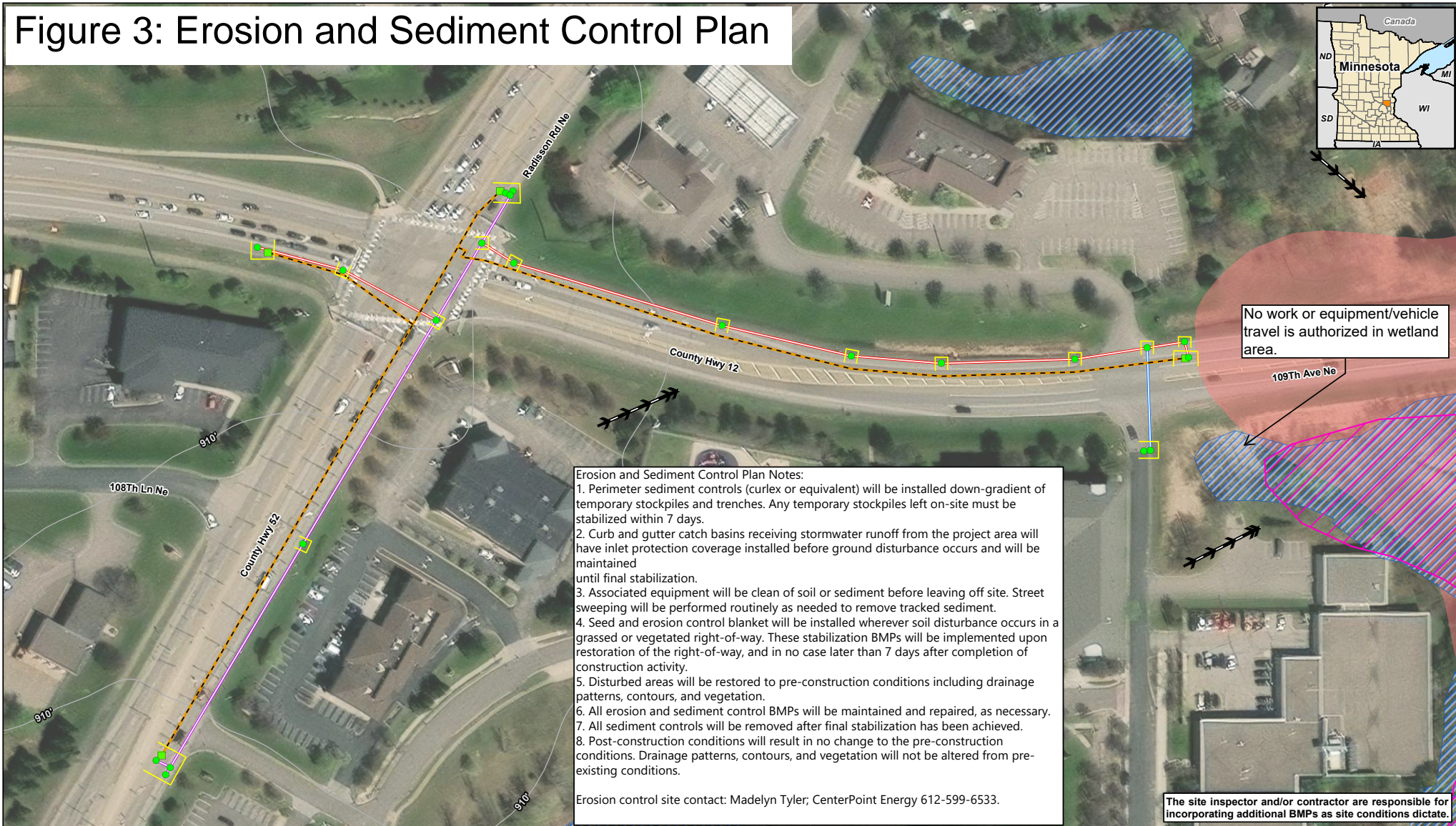
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 Typed or Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ License Number: \_\_\_\_\_

**PROJECT OVERVIEW MAP**  
 SCALE: NOT TO SCALE



**Figure 2: Site Plan**

# Figure 3: Erosion and Sediment Control Plan



**Erosion and Sediment Control Plan Notes:**

1. Perimeter sediment controls (curlex or equivalent) will be installed down-gradient of temporary stockpiles and trenches. Any temporary stockpiles left on-site must be stabilized within 7 days.
2. Curb and gutter catch basins receiving stormwater runoff from the project area will have inlet protection coverage installed before ground disturbance occurs and will be maintained until final stabilization.
3. Associated equipment will be clean of soil or sediment before leaving off site. Street sweeping will be performed routinely to remove tracked sediment.
4. Seed and erosion control blanket will be installed wherever soil disturbance occurs in a grassed or vegetated right-of-way. These stabilization BMPs will be implemented upon restoration of the right-of-way, and in no case later than 7 days after completion of construction activity.
5. Disturbed areas will be restored to pre-construction conditions including drainage patterns, contours, and vegetation.
6. All erosion and sediment control BMPs will be maintained and repaired, as necessary.
7. All sediment controls will be removed after final stabilization has been achieved.
8. Post-construction conditions will result in no change to the pre-construction conditions. Drainage patterns, contours, and vegetation will not be altered from pre-existing conditions.

Erosion control site contact: Madelyn Tyler; CenterPoint Energy 612-599-6533.

No work or equipment/vehicle travel is authorized in wetland area.

The site inspector and/or contractor are responsible for incorporating additional BMPs as site conditions dictate.

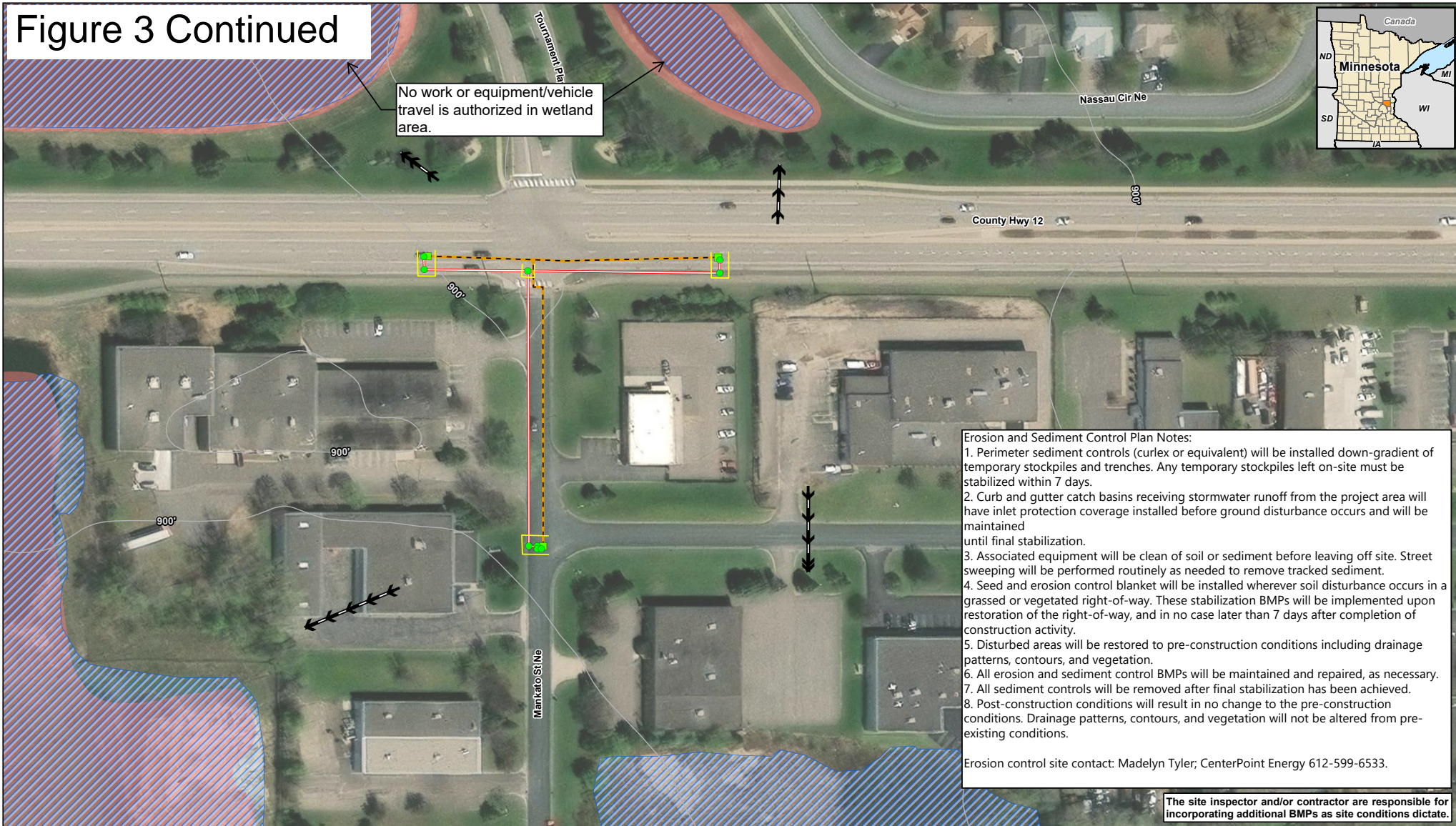
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For Environmental Review Purposes Only

**Figure 2: Site Plan**  
CSAH 12 and CSAH 52 Project (WO# 122214394)  
CenterPoint Energy  
Blaine, Anoka County, Minnesota  
Page 1 of 2

● Bore/Tie-In Site	— 6" Proposed Pipeline - Bore Method	▨ NWI Wetland
■ Cut and Cap	--- Proposed Abandonment	FEMA Floodplain
— BMP	→ Stormwater Flow	■ 1% Annual Chance Flood Hazard
— 2" Proposed Pipeline - Bore Method	— 10' Contour	
— 4" Proposed Pipeline - Bore Method	▭ PWI Basin	

Date: 01/22/2021 Source: Z:\Common\minniscan\2021\122214394\122214394.dwg

# Figure 3 Continued



No work or equipment/vehicle travel is authorized in wetland area.

**Erosion and Sediment Control Plan Notes:**

1. Perimeter sediment controls (curlex or equivalent) will be installed down-gradient of temporary stockpiles and trenches. Any temporary stockpiles left on-site must be stabilized within 7 days.
2. Curb and gutter catch basins receiving stormwater runoff from the project area will have inlet protection coverage installed before ground disturbance occurs and will be maintained until final stabilization.
3. Associated equipment will be clean of soil or sediment before leaving off site. Street sweeping will be performed routinely as needed to remove tracked sediment.
4. Seed and erosion control blanket will be installed wherever soil disturbance occurs in a grassed or vegetated right-of-way. These stabilization BMPs will be implemented upon restoration of the right-of-way, and in no case later than 7 days after completion of construction activity.
5. Disturbed areas will be restored to pre-construction conditions including drainage patterns, contours, and vegetation.
6. All erosion and sediment control BMPs will be maintained and repaired, as necessary.
7. All sediment controls will be removed after final stabilization has been achieved.
8. Post-construction conditions will result in no change to the pre-construction conditions. Drainage patterns, contours, and vegetation will not be altered from pre-existing conditions.

Erosion control site contact: Madelyn Tyler; CenterPoint Energy 612-599-6533.

The site inspector and/or contractor are responsible for incorporating additional BMPs as site conditions dictate.

**Figure 2: Site Plan**  
**CSAH 12 and CSAH 52 Project (WO# 122214394)**  
 CenterPoint Energy  
 Blaine, Anoka County, Minnesota  
 Page 2 of 2

0 50 100 Feet  
 1:1,200

- Bore/Tie-In Site
- Proposed Abandonment
- FEMA Floodplain**
- Cut and Cap
- Stormwater Flow
- 1% Annual Chance Flood Hazard
- BMP
- 10' Contour
- 4" Proposed Pipeline - Bore Method
- NWI Wetland

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**Permit Application Review Report**  
**Date: 5/20/2026**

**Board Meeting Date: 5/26/2026**  
**Agenda Item: 11**

Applicant/Landowner:

Landco Investments of Coon Rapids LLC  
1824 Buerkle Rd  
White Bear Lake, MN 55110

**Project Name:** Suite Living Coon Rapids

**Project PAN:** P-23-076

**Project Purpose:** Construction of a new assisted living facility with parking and associated stormwater treatment features.

**Project Location:** 600 Coon Rapids Blvd NW, Coon Rapids

**Site Size:** size of parcel - 2.86 acres; size of disturbed area - 2.1 acres; size of regulated impervious surface - 1.01 acres

**Applicable District Rule(s):** Rule 2, Rule 3, Rule 4

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**Recommendation:** Approve with 5 Conditions and 4 Stipulations

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**Description:** The applicant is proposing the construction of a new senior living facility with parking and associated stormwater treatment features. This application is a redesign of plans approved under the same PAN and permitted under Permit 2387, which was not constructed. The project will disturb 2.1 acres and create 1.01 acres of impervious surface. The area is in the Lower Coon Creek subwatershed. The relevant water resource concerns are stormwater management and soils and erosion control, which correspond to District Rules 3 and 4. See attached Figure 1: Project Location and Figure 2: Site Plan.

**Conditions to be Met Before Permit Issuance:**

Rule 2.7 – Procedural Requirements

1. Provide an additional escrow in the amount of \$5,100 and execute a signed escrow agreement.

Rule 3.0 – Stormwater Management

2. Please revise filtration basin design to allow for a minimum of 18" from media depth from the bottom of the basin to the top of the drain tile choking stone. It appears the upstream drain tile invert only provides 13" of filtration media (877 bottom, 5" of aggregate bedding, 6" drain tile at 855 invert). Provide justification of site constraints if this is not feasible.
3. Revise the Contech sump and CDS details on Sheet C5.3 to include site specific details and elevations.

4. 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.
5. Proof of dissolution of previous O&M Agreement.

**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 Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
4. Completion of a post construction infiltration test on the filtration 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.

**Exhibits:**

Exhibit Type	Exhibit Author	Signature Date	Received Date
Wetland Delineation Report	Jacobson Environmental	09/15/2023	09/18/2023
Rate increase correspondence	City of Coon Rapids	05/05/2026	05/05/2026
Geotechnical Exploration Report	Haugo Geotechnical Services	10/02/2023	02/06/2024
Stormwater Management Report	Civil Site Group	05/04/2026	05/04/2026
Construction Plans	Civil Site Group	05/04/2026	05/04/2026

**Findings**

**Fees and Escrows (Rule 2.7):** The applicant has previously submitted a \$4,010,00 application fee.

The applicant will be required to submit a performance escrow in the amount of \$8,400.00. This corresponds to \$4,000/acre of disturbance (2.1 acres of land disturbance proposed). The applicant has previously submitted an escrow in the amount of \$3,300, which fulfills a portion of this total.

**Stormwater Management (Rule 3.0):**

Rule 3.0 applies to the proposed project because it includes land disturbing activities creating a cumulative total of 10,000 sf or more of new or fully reconstructed impervious surface.

The Hydrologic Soil Group (HSG) of soils on site are HSG B. The proposed project incorporates soil amendments in accordance with District guidelines.

**Rate Control:** Peak stormwater flow rate at the point of site discharge to City of Coon Rapids storm system at 96<sup>th</sup> avenue increases from the pre-development condition for the 24-hour precipitation event with a return frequency of 2-, 10-, 100- years as shown in Table 1. The City of Coon Rapids has approved this increase. The project will not impact Drainage Sensitive Use areas. The rate control standard is met to the maximum extent practicable.

Point of Discharge	2-year (cfs)		10-year (cfs)		100-year (cfs)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Coon Rapids Blvd	0.22	0.23	1.68	0.69	7.98	7.13
96th Ave	0	0.03	0	0.07	0	0.16

**Table 1.**

Volume Control: The proposed project is new development; therefore, the volume reduction requirement is equal to 1.1 inches over the area of all impervious surface. The amount of proposed impervious required to be treated is 44,266 ft<sup>2</sup>.

The applicant is proposing the Stormwater Management Practices (SMPs) described below:

Drainage Area	Impervious required to be treated (ft <sup>2</sup> )	Proposed SMP	TP Removal Factor	Required Water Quality Volume (ft <sup>3</sup> )	Water Quality Volume Provided (ft <sup>3</sup> )
PR3	43,985	Filtration Basin	0.5	8,064	8,460
PR4	281	none	0	52	0
<b>Totals:</b>	<b>44,266</b>			<b>8,115</b>	<b>8,460</b>

**Table 2.**

The following pretreatment has been provided:

SMP ID	Pretreatment Device/Method	Percent TSS Removal
STMH 22	HydroDynamic Separator	82
CBMH 12	HydroDynamic Separator	87

**Table 3.**

Pretreatment is required to be designed such that the device/method provides removal of 80% TSS entering an infiltration or filtration Stormwater Management Practice. The proposed project meets pretreatment requirements as shown in Table 3.

Infiltration may not be used as a volume control practice because the practice would need to be placed in areas with less than three feet of separation from the bottom of the infiltration system to the seasonally saturated soils or the top of bedrock.

Geotechnical information from August 2023 has been submitted which indicates that seasonally high saturated soils are likely at an approximate elevation of 887. The bottom of an infiltration system would need to be at elevation 890 or above. This is infeasible due to existing site grades.

Because the volume reduction standard cannot be met due to these site constraints, the project proposes the use of the stormwater management practices and their corresponding TP conversion factors listed in Table 2. Drainage Area PR4 is a portion of the drive entrance that cannot be routed to a treatment feature. The volume control standard has been met to the maximum extent practicable as shown in Table 2.

Water Quality: The total Water Quality Volume has been provided in aggregate.

Stormwater treatment on site must remove at least 80% of the average annual post development TSS per discharge location. The following TSS removal has been provided:

Discharge Point	TSS Removal Provided
Coon Rapids Blvd	84
96th Ave	0

**Table 4.**

The TSS removal standard is not met at each discharge point as shown in Table 4. See volume management section regarding drainage area PR4/96<sup>th</sup> Ave Discharge Point.

Discharges to Wetlands: Stormwater from the proposed project is not being discharged into any wetlands, therefore this section does not apply.

Landlocked Basins: The proposed drainage system does not outlet to a landlocked basin, therefore this section does not apply.

Low Floor Freeboard: The proposed project is new development which includes buildings and habitable structures. Therefore, SMPs must be designed such that the lowest basement floor elevations are at least 2 feet above the 100-yr high water level or 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 885.56 ft NAVD 88. The applicable 100-year high water level is at 879.7 ft NAVD 88 and the applicable emergency overflow is at 879.5 NAVD 88. The freeboard requirement is met.

Maintenance:

Access: Sufficient maintenance access has been provided on the plans for all stormwater management practices.

Easements: All required maintenance easements have been provided on the plans.

Maintenance Agreements: The proposed stormwater management practices will not be maintained as part of standard municipal public work activities. Therefore, a maintenance agreement that meets District standards will be required.

**Soils and Erosion Control (Rule 4.0)**

Rule 4.0 applies to the proposed project because it is a land disturbing activity that requires a permit under another District rule.

The proposed project drains to Lower Coon Creek. The soils affected by the project include Seelyeville and Lino which have a soil erodibility factor of 0.15 or greater. Disturbed areas are proposed to be stabilized within 24 hours, as required. The proposed erosion and sediment control plan includes perimeter control, inlet protection, rock construction entrance, erosion control blanket, and street sweeping. The erosion control plan meets District Requirements. The site does require an NPDES permit. See attached Figure 3: Soils and Erosion Control Plan.

**Wetlands (Rule 5.0)**

Wetlands exist on site, but no impacts are proposed. Wetlands were delineated under PAN W23-035. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 10/18/2023. 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)**

The proposed project does not include a land disturbing activity on land adjacent or directly contributing to a Public Water, Additional Waters, High or Outstanding Ecological Value Waters, a Public Ditch, or Impaired Waters/waters exceeding state water quality standards. Rule 8.0 does not apply.

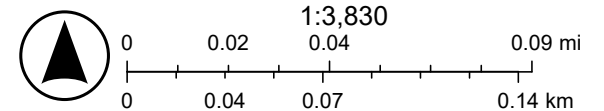
**Variances (Rule 10.2)**

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

Figure 1: Project Location - Suite Living Coon Rapids



5/14/2026



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Vantor



**PRELIMINARY:  
 NOT FOR  
 CONSTRUCTION**

**SUITE LIVING**  
 725 96TH AVE NW, COON RAPIDS, MN 55433  
**SUITE LIVING/HAMPTON COMPANIES**  
 2024AMPHIBIOUS/DALE HANCOCK/DALE HANCOCK, MN 55101

**PROJECT**  
 SUITE LIVING  
 725 96TH AVE NW, COON RAPIDS, MN 55433

**OWNER**  
 SUITE LIVING/HAMPTON COMPANIES  
 2024AMPHIBIOUS/DALE HANCOCK/DALE HANCOCK, MN 55101

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

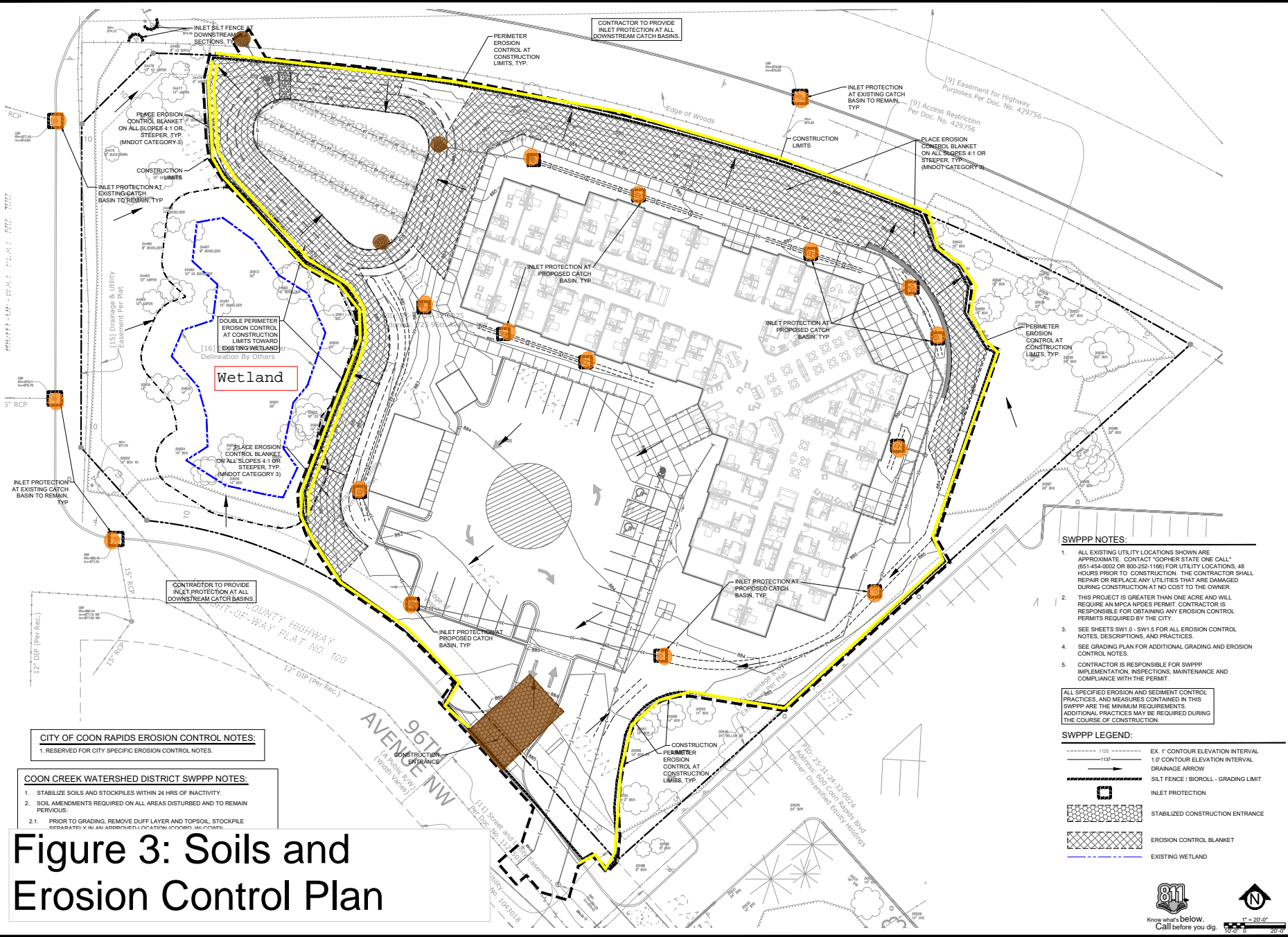
*[Signature]*  
 Matthew R. Pawik  
 DATE: 05/04/2025 LICENSE NO. 44293

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
05/04/2025	CITY & SUBMITTER COMMENTS
05/04/2025	CITY & SUBMITTER COMMENTS

REVISION SUMMARY	
DATE	DESCRIPTION

**SWPPP - PROPOSED CONDITIONS**

**SW1.1**



**CITY OF COON RAPIDS EROSION CONTROL NOTES:**  
 1. RESERVED FOR CITY SPECIFIC EROSION CONTROL NOTES.

**COON CREEK WATERSHED DISTRICT SWPPP NOTES:**  
 1. STABILIZE SOILS AND STOCKPILES WITHIN 24 HRS OF INACTIVITY.  
 2. SOIL AMENDMENTS REQUIRED ON ALL AREAS DISTURBED AND TO REMAIN PERVIOUS.  
 2.1. PRIOR TO GRADING, REMOVE DUFF LAYER AND TOPSOIL STOCKPILE SEPARATELY IN AN APPROVED LOCATION (COONR, MN.COM).

**SWPPP NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (866-454-0002 OR 800-252-1186) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- THIS PROJECT IS GREATER THAN ONE ACRE AND WILL REQUIRE AN MPCA NPDES PERMIT. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.
- SEE SHEETS SW1.0 - SW1.5 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.
- SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.
- CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, MAINTENANCE AND COMPLIANCE WITH THE PERMIT.

ALL SPECIFIED EROSION AND SEDIMENT CONTROL PRACTICES, AND MEASURES CONTAINED IN THIS SWPPP ARE THE MINIMUM REQUIREMENTS. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION.

**SWPPP LEGEND:**

- 1125 ----- EX. 1' CONTOUR ELEVATION INTERVAL
- 1132 ----- 1.0' CONTOUR ELEVATION INTERVAL
- >----- DRAINAGE ARROW
- SILT FENCE / BIOROLL - GRADING LIMIT
- INLET PROTECTION
- ▨ STABILIZED CONSTRUCTION ENTRANCE
- ▩ EROSION CONTROL BLANKET
- EXISTING WETLAND

**Figure 3: Soils and Erosion Control Plan**

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 12  
**ITEM:** Recognition of Board Member Service

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Recognize Board Member Erin Lind for service on the Coon Creek Watershed District Board of Managers.

**PURPOSE**

To formally acknowledge and thank Erin Lind for service on the Coon Creek Watershed District Board of Managers.

**BACKGROUND**

Erin Lind was first appointed to the District's Citizens Advisory Commission (CAC) on June 8, 2020, after expressing interest in becoming more involved with the District and local watershed issues.

Erin was later appointed to the Coon Creek Watershed District Board of Managers by the Anoka County Board of Commissioners on August 22, 2023, for a term ending May 27, 2026.

Erin's service to the District included participation in policy discussions, permit reviews, budget development, planning efforts, and intergovernmental coordination activities supporting the District's mission and programs.

**RECOMMENDATION**

Recognize and thank Erin Lind for service to the Coon Creek Watershed District.

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 13  
**ITEM:** District Administrator Review Process

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Discuss the District Administrator review process and provide direction on timing, format, and Board member participation.

**PURPOSE**

To provide the Board an opportunity to discuss the District Administrator review process, including whether and how it would like to conduct a six-month review or check-in.

**BACKGROUND**

The District Administrator began serving in the position on January 1, 2026.

The Administrator's employment agreement provides for an annual performance evaluation, with the intent that the Board President and one other Board Member conduct the evaluation before the end of December each year.

The District's Personnel Guidance Manual includes language for a six-month review during the training or introductory period as part of the employee selection process and states that it applies to new hires, transfers, promotions, and rehires. The six-month point for the District Administrator position will occur at the end of June.

This item is intended to provide the Board an opportunity to discuss the appropriate review process for the Administrator position, including the six-month review or check-in and the annual review process moving forward.

**ISSUES/CONCERNS**

**Board Role:** The District Administrator reports directly to the Board of Managers. Periodic review or check-in opportunities can support Board feedback, clarification of expectations, and discussion of priorities.

**Six-Month Review:** The Board may determine the preferred timing, format, participants, and level of formality for the six-month review or check-in.

**Annual Review Process:** The Board may also wish to confirm a general process for future annual reviews, including when the review process should be brought forward each year so there is sufficient time to coordinate the review and report back to the Board as appropriate.

**Open or Closed Meeting:** If the Board chooses to conduct a formal performance review involving private personnel data, the Board may need to consider whether the discussion occurs in open or closed session consistent with applicable open meeting requirements.

**OPTIONS**

1. Appoint two Board Members to conduct the District Administrator six-month review or check-in and report back to the Board as appropriate.
2. Conduct an informal check-in with the Administrator at a future Board meeting.
3. Defer formal review until the annual review process later this year.
4. Provide direction on the future annual review process.
5. Provide other direction.

**RECOMMENDATION**

Appoint Board Members \_\_\_\_\_ and \_\_\_\_\_ to conduct the District Administrator six-month review or check-in and report back to the Board as appropriate.

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 14  
**ITEM:** Interest Proposals for Legal, Professional, or Technical Consultant Services

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Discuss and consider authorizing the District’s solicitation of interest proposals for legal, professional, or technical consultant services pursuant to MN Statute 103B.227, subd. 5.

**PURPOSE**

The purpose of this item is to discuss the District’s biennial solicitation of interest proposals and determine whether to proceed with the attached notice.

**BACKGROUND**

MN Statute 103B.227, subd. 5 requires watershed management organizations to solicit interest proposals for legal, professional, or technical consultant services at least every two years before retaining an attorney or consultant or extending an annual services agreement.

Minnesota Rules also require metropolitan watershed organizations to report their activities related to this biennial solicitation requirement in the annual activity report. This functions as a recurring compliance check through the annual reporting process.

**DEFINITIONS**

**Solicitation of Interest:** A broad request for interested firms to identify the legal, professional, or technical consultant services they may be qualified and available to provide to the District. This process is used for market awareness and statutory compliance. It is not intended to rank firms, award contracts, or replace a service-specific RFP when one is needed.

**Request for Proposals:** A more detailed procurement process used when the District is actively seeking a new provider, replacing an existing provider, creating a new service relationship, or materially changing the scope of work. An RFP typically includes a defined scope, deliverables, evaluation criteria, schedule, interviews if needed, and a recommendation for selection.

## **ISSUES/CONCERNS**

**Solicitation Process:** the proposed solicitation process is to issue a broad solicitation of interest by posting the attached notice on the District website for at least one month and then return to the Board with a summary of any responses received. The Board can direct changes to the notice, posting period, or distribution method if desired.

## **IMPLICATIONS FOR RESOURCE/ORGANIZATION**

A solicitation of interest requires limited staff time compared to full service-specific RFPs. Staff time would be needed to prepare and post the notice, receive responses, summarize responses, and return to the Board with any recommended next steps.

A full RFP process for one or more service categories would require additional staff time to prepare scopes of work, develop evaluation criteria, review proposals, conduct interviews if needed, and prepare selection recommendations.

## **OPTIONS**

1. Authorize solicitation of interest proposals.
2. Table action until next meeting with stated direction.
3. Direct staff to prepare full RFPs for one or more service categories.
4. Take no action at this time.

**NOTICE OF SOLICITATION OF INTEREST PROPOSALS  
Legal, Professional, or Technical Consultant Services  
Coon Creek Watershed District**

Pursuant to Minnesota Statutes 103B.227, subdivision 5, the Coon Creek Watershed District (CCWD) is soliciting interest proposals for legal, professional, or technical consultant services.

Interested firms may submit a letter of interest or statement of qualifications identifying the services they are qualified and available to provide to CCWD.

Services may include, but are not limited to, legal, engineering, accounting/financial, audit, human resources, geographic information systems, geotechnical, and other professional or technical consultant services.

This solicitation is intended to identify firms interested in providing legal, professional, or technical consultant services to CCWD. CCWD may use responses to maintain awareness of available service providers, request additional information, or consider whether a separate service-specific request for proposals is appropriate. Submission of a response does not guarantee an interview, selection, or contract award.

Submittals must be received by **[date]**.

Submittals may be emailed to [info@cooncreekwd.org](mailto:info@cooncreekwd.org) with the subject line "Interest Proposal for Consultant Services" or mailed to:

Coon Creek Watershed District  
Attn: Jon Janke, District Administrator  
13632 Van Buren Street NE  
Ham Lake, MN 55304

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

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 15  
**ITEM:** 2027 Preliminary Salaries and Benefits

**AGENDA:** Discussion

**ACTION REQUESTED**

Provide direction to staff on budgeting for additional staff.

**PURPOSE & SCOPE OF ITEM**

Preliminary 2027 expenditures for staff Salaries & Benefits

**BACKGROUND**

At present the District budgets for 16.55 Full Time Equivalent (FTE) people.

Program		2024	2025	2026	2027	Requested Change	2027	Positions
<b>Administration</b>								
	FT	3.8	3.8	3.8	3.8		3.8	Administrator, Administrative Services Coordinator, Financial Management Coordinator, Administrative Assitant
	PT	0.0	0.0	0.0	0.0		0.0	
<b>Watershed Development</b>								
	FT	3.0	3.0	2.75	2.75		2.75	WD Coordinator, WD Manager, WD Specialist
	PT	0.0	0.5	0.5	0.5		0.5	
<b>Planning</b>								
	FT	1.0	1.0	1.0	1.0		1.0	Planning Coordinator
	PT	0.0	0.0	0.0	0.0		0.0	
<b>Operations &amp; Maintenance</b>								
	FT	3.0	3.0	2.0	2.0		2.0	O&M Coordinator, Field Operations Mgr
	PT	0.0	0.0	0.0	0.0		0.0	
<b>Water Quality &amp; Monitoring</b>								
	FT	2.0	2.0	2.0	2.0		2.0	WQ Coordinator, WQ Specialist
	PT	0.0	0.25	0.25	0.25		0.25	
<b>Public &amp; Governmental Relations</b>								
	FT	2.0	1.0	1.0	1.0	1.0	2.0	Engagement Coordinator, Outreach Specialist
	PT	0.0	0.25	0.25	0.25		0.25	
<b>Water Rsc, Resto &amp; Protection</b>								
	FT	0.0	0.0	2.0	2.0		2.0	WRRP Coordinator, WRP Specialist
	PT	0.0	0.00	0.00	0.00		0.00	
<b>Totals</b>								
	FT	14.80	13.80	14.55	14.55	1.0	15.55	Positions Requested
	PT	0.0	1.0	1.0	1.0	0.0	1.0	
	<b>Total</b>	<b>14.80</b>	<b>14.80</b>	<b>15.55</b>	<b>15.55</b>	<b>1.0</b>	<b>16.55</b>	

Salaries, Permanent Employees							
Title	Salaries, Permanent Employees						
Object	60110						
Description	Minnesota Statute 103D.325 authorizes the Board of Managers to employ professionals and provide for their qualifications, duties and compensation. The distribution of full and part time employees and their payroll classifications is shown below						
Salaries & Benefits	2023 Actual	2024 Actual	2025 Actual	2026 Budget	Change	Request	Pct Chng
Salaries	\$ 1,330,378	\$ 1,448,994	\$ 1,546,939	\$ 1,878,695	\$ 77,375	\$ 1,956,070	4%
Temporary Salaries - Students	\$ -	\$ 39,000	\$ 9,589	\$ 44,533	\$ (21,455)	\$ 23,078	-48%
HSA payment	\$ 14,466	\$ 15,117	\$ 92,939	\$ 92,215	\$ (7,557)	\$ 84,658	-8%
Health Insurance	\$ 208,094	\$ 235,020	\$ 317,621	\$ 366,120	\$ 54,273	\$ 420,393	15%
Life Insurance	\$ 512	\$ 526	\$ 2,607	\$ 2,944	\$ (827)	\$ 2,117	-28%
Social Security (FICA)	\$ 102,845	\$ 114,673	\$ 120,855	\$ 148,045	\$ 4,278	\$ 152,323	3%
Retirement (PERA)	\$ 96,674	\$ 107,880	\$ 114,888	\$ 139,434	\$ 4,054	\$ 143,488	3%
Dental Insurance	\$ 7,605	\$ 7,605	\$ 23,487	\$ 24,880	\$ 4,495	\$ 29,375	18%
LTD Insurance	\$ 1,422	\$ 1,790	\$ 10,447	\$ 12,800	\$ (6,334)	\$ 6,466	-49%
Board & Advisory Committee	\$ 10,950	\$ 11,000	\$ 10,000	\$ 12,000	\$ -	\$ 12,000	0%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,772,946</b>	<b>\$ 1,981,605</b>	<b>\$ 2,249,372</b>	<b>\$ 2,721,666</b>	<b>\$ 108,302</b>	<b>\$ 2,829,968</b>	<b>4%</b>

**ISSUES/CONCERNS**

- 1) **Salary Adjustments:** The preliminary 2027 Salaries and benefits include adjustments for salary adjustments reflect one step increase for eligible employees.
- 2) **Benefits:** Insurance rates continue to increase nationally across employer group sizes. Actual 2027 insurance costs will not be known until open enrollment. Short-term disability costs are expected to change due to implementation of the state paid leave program.
- 3) **Administrative Services Transition Capacity:** Staff are requesting authorization to include temporary transition capacity within the Administration program due to the anticipated retirement of the Administrative Services Coordinator in summer 2027. The request would allow for recruitment, onboarding, overlap, and knowledge transfer to reduce disruption to District operations and preserve institutional knowledge. The transition period will also allow staff to review current administrative functions and align their future position with the District’s operational needs. A position request form is attached.
- 4) **Restored PGR Position:** Staff are requesting authorization to restore a second position within the Public and Governmental Relations program. The program has historically operated with two staff positions but has operated with one dedicated coordinator since a 2024 retirement was not backfilled. The proposed Outreach Specialist would restore implementation-level capacity for MS4 MCM1 and MCM2 requirements, public education, outreach, engagement, and communication needs supporting District programs and projects. A position request form is attached.

**CONCLUSIONS**

These are preliminary figures and staffing requests for Board discussion.

**RECOMMENDATION**

Discuss, provide directions, and receive the report.

<b>IDENTIFICATION AND GENERAL INFORMATION</b>	
<b>Proposed Position Title:</b>	Administrative Services Transition Capacity
<b>Program Name:</b>	Administrtion
<b>Supervisor:</b>	Jon Janke, District Administrator
<b>Supervisor's Phone:</b>	763-258-7305
<b>Supervisors Email:</b>	<a href="mailto:jjanke@cooncreekwd.org">jjanke@cooncreekwd.org</a>
<b>AUTHORIZATION PROBLEM AND NEED FOR POSITION</b>	
<b>Situation</b>	The District’s Administrative Services Coordinator is expected to retire in summer 2027. The position currently supports a broad range of administrative functions, including office operations, records practices, human resources coordination, benefits administration, Board support, facilities coordination, staff support, and other recurring organizational processes. Many of these responsibilities have evolved over time and include institutional knowledge that is not fully captured in a single position description or procedure manual.
<b>Need</b>	The 2027 budget includes administrative transition capacity to allow for recruitment, onboarding, overlap, and knowledge transfer before the Administrative Services Coordinator’s expected retirement. The transition period will also allow staff to evaluate the administrative functions currently assigned to the position and confirm the appropriate long-term structure for the program. Staff will complete an Administrative Services transition planning process to document current duties, identify critical handoff needs, evaluate which responsibilities should remain in administration, and determine whether certain functions should be reassigned, outsourced, modified, or discontinued.
<b>Work Focus: Areas of Interest &amp; Concern</b>	The primary concern is continuity of District operations during the retirement transition. Administrative functions support the Board, staff, public contact, records, finance coordination, human resources, benefits, facilities, and internal operations. A rushed or unsupported transition would increase the risk of lost institutional knowledge, delayed administrative processes, unclear responsibility assignments, and unnecessary disruption to staff and public service.
<b>Authorization &amp; Direction</b>	The duties and responsibilities associated with this transition capacity support the District’s ability to administer its statutory responsibilities, maintain records and public processes, support the Board of Managers, coordinate internal administrative functions, and sustain District operations during a known retirement transition.

IDENTIFICATION AND GENERAL INFORMATION	
<b>Proposed Position Title:</b>	Outreach Specialist
<b>Program Name:</b>	Public and Government Relations (PGR)
<b>Supervisor:</b>	Jessica Lindemyer, Engagement Coordinator
<b>Supervisor's Phone:</b>	763-258-7305
<b>Supervisors Email:</b>	<a href="mailto:jlindemeyer@cooncreekwd.org">jlindemeyer@cooncreekwd.org</a>
AUTHORIZATION PROBLEM AND NEED FOR POSITION	
<b>Authorization &amp; Direction</b>	The duties and responsibilities of this position are intended to assist in the fulfillment of MCM1 & MCM2 of the MS4 permit with which the District is required to comply, and assist in the engagement, outreach, information, and educational duties that support the programs and projects of the District as outlined in the Comprehensive Watershed Management Plan.
<b>Situation</b>	The CCWD manages water resources across central Anoka County including all or portions of seven cities. These cities serve urban, suburban, and rural communities. Just as the landscape has transformed from predominantly undeveloped wetlands in the 1800s to an urbanizing suburban area experiencing ongoing development, so too have the people of the watershed transformed. Since its formation in 1959, the CCWD has routinely adapted its outreach and engagement practices to not only inform the public of District operations, but also engage with and shape the evolving social landscape as it relates to garnering public support for water management activities.
<b>Work Focus: Areas of Interest &amp; Concern</b>	Communities throughout the nation, including those within the District, are experiencing a rapid growth in public skepticism at all levels of government. This growing skepticism is making it more challenging to connect with stakeholders on both a personal level and a community level. Additionally, the rapid growth and change in communication channels, particularly those that reach audiences under the age of 35, has made relying on traditional communication techniques less effective and efficient. The Outreach Specialist position is needed to provide support for navigating and utilizing these evolving communication channels to the District's benefit.
<b>Need</b>	The PGA program was originally formed in 2006 to fulfill the requirements of the District's MS4 permit. Over the years this program has grown to support and implement a wide variety of District initiatives. The first iteration of the Outreach Specialist position was implemented in 2017, providing support to the program for several years. Utilizing the turnover in long-term program staff as an opportunity to critically examine its ongoing operations, the Engagement Coordinator has dedicated time over the last two years to assess not only the evolving needs of the District's other programs but also the evolving social situation of the communities the District serves. This assessment has resulted in an updated and refined Outreach Specialist position that will best serve the current needs of the District and its communities.

## COON CREEK WATERSHED DISTRICT

**MEETING DATE:** May 26, 2026  
**AGENDA NUMBER:** 16  
**ITEM:** Watershed Management Videos

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**AGENDA:** Discussion

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### ACTION REQUESTED

None

### PURPOSE

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

### BACKGROUND/CONTEXT

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 January 12, 2026, Board meeting, the Board expressed interest in reviewing the video series at future meetings as time allows. This staff report is intended to serve as a standing reference so the Board may review the videos incrementally over time.

[Who's Who? An Overview](#) {4:29} Minnesota's water management involves multilevel partnerships—federal, tribal, state, and local governments, as well as others. *(Viewed at March 23, 2026 Board meeting)*

[Who's Who? Local Governments](#) {9:15} Minnesota's local governments for water management include municipalities, counties, soil and water conservation districts, and watershed authorities, each with unique funding, skills, relationships, and terminology.

[Who's Who? State Agencies](#) {12:00} Minnesota's state water agencies—BWSR, DNR, MDA, MDH, MPCA, and Met Council—collaborate on conservation, regulation, monitoring, grants, and planning for surface/groundwater quality and quantity, often overlapping to support local governments.

[Who's Who? BWSR](#) {5:03} The Minnesota Board of Water and Soil Resources (BWSR), with a 20-member governor-appointed board and 130 staff, partners with locals via grants, conservation easements, wetland regulation, and water plan reviews to protect Minnesota's land, water, and wetlands.

[What is a Watershed?](#) {8:06} A watershed is land that drains to a common water body. Key concepts: land-water connections, nested scales, and relationship to political units for watershed management.

[Watershed Authorities: Types and Statutes](#) {11:57} Minnesota's watershed management authorities include watershed districts, joint powers WMOs, and county-based WMOs—

each shaped by chapters 103B and 103D—to address water issues across natural boundaries.

[Watershed Authorities: Purpose and Power](#) {8:56} Watershed authorities are special purpose units of government with powers including tax levies, planning, rules, and contracts under chapters 103B and 103D.

[Watershed Authorities: Boards and Policies](#) {7:45} Boards are appointed by counties or cities and they have specific their policy-setting duties and governance responsibilities.

[Watershed Authorities: Structure and Roles](#) {10:41} Clearly defined roles for boards, administrators, are important for effective watershed operations.

[Watershed Authorities: Meetings, Committees, and Public Input](#) {11:12} Boards must follow open meeting laws, use advisory/technical committees for input, hold public hearings, and ensure data access.

[Watershed Authorities: Budgeting and Finance](#) {10:13} The budget must connect to the watershed plan and be developed with public input, implemented through a statutorily defined fund structure, and audited annually.

[Watershed Authorities: Planning](#) {12:54} The plan is a process with robust public involvement and a product, based on science, that clearly signals goals and intended actions.

[Watershed Authorities: Implementation](#) {9:54} Watershed authorities execute plans through projects (e.g., flood control, restorations), regulations via permits and rules under and programs like cost-share, outreach, monitoring.

Additionally, the Anoka Conservation District has produced similar videos related to general watershed management.

[ACD Our Watershed and Stormwater Connection](#) {9:56} This video explains complex concepts about watersheds and stormwater in simple terms using engaging animation. It's beneficial for all ages, from an elementary classroom to a city council chamber. Learn what watersheds are, why they are important, and some of the challenges watershed managers face. This ties into stormwater management and what public officials are doing to prevent flooding and improve water quality as well as what we all can do to become part of the solution.



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# Legislature Wraps 2026 Session With Bonding and Tax Agreements

May 19, 2026

**The 2026 legislative session concluded May 18, with lawmakers passing bonding, taxes, and other budget bills just before the constitutional deadline on Sunday night.**

The 2026 legislative Session ended May 18 with lawmakers by sending a final wave of legislation to the governor's desk. Key elements included \$705 million in assistance for Hennepin County Medical Center and a reduction in license plate tab fees.

Following are high-level summaries of bills containing provisions the League has tracked during the session and are of interest to cities. More information about the outcomes from the regular session will be published in the 2026 *Law Summaries* in late June or early July.

[View a list of bills passed during the 2026 legislative session.](#)

## Taxes

The omnibus tax bill, [HF 2435](#), focuses on updating Minnesota's tax code to align with federal tax changes enacted in 2025 and providing property tax relief. The bill includes a one-time \$125 million increase for the property tax refund program. It does not include any local sales tax requests or modifications.

## Bonding

The capital investment package was split into two bills that were presented and passed during the final hour of the legislative session. [HF 719](#) includes \$1.1835 billion in general obligation bond authorizations and \$91.25 million from other funding sources. [HF 2484](#) appropriates \$46.465 million in general fund revenue for additional projects.

The package was notable both for the level of funding directed to city infrastructure needs and for the number of projects funded through direct line-item appropriations, often referred to as earmarks.

Allocations of interest to cities include:

- \$1.8 million for drinking water regionalization planning.
- \$2 million for Greater Minnesota Business Development Public Infrastructure grants.
- \$4.5 million for the local road wetland replacement program.
- \$5 million for metropolitan-area tree planting.
- \$9 million for flood hazard mitigation grants.

- \$13 million for city public safety projects.
- \$15 million for specified city dam, impoundment, and river crossing projects.
- \$15 million for metropolitan-area inflow and infiltration projects.
- \$17.5 million for public housing support.
- \$25 million for local bridge replacement.
- \$47 million for local road improvements.
- \$54 million in specified city transportation projects.
- \$100 million (approximately) for specified city economic development projects.
- \$137 million for Public Facilities Authority water and sewer programs.
- \$345 million in specified city water and sewer projects.

[View a spreadsheet of all the items included in the combined bonding package \(pdf\).](#)

## Pensions

The Legislature passed an omnibus pension bill that spends \$15 million in the current budget and \$25 million ongoing. [Gov. Tim Walz signed the bill into law](#) on May 16.

The primary use of the funding is to reduce the cost-of-living adjustment waiting period for the PERA (Minnesota Public Employees Retirement Association) Police & Fire Plan from two years to one year. The bill also creates the PERA Local Government Probation Officer and Telecommunicator Retirement Plan, which will affect cities that employ their own dispatchers at the Public Safety Answering Point, a designated 911 call center.

The bill also establishes two new work groups that include representatives appointed by the League of Minnesota Cities.

- The Work Group on Duty Disability and the Public Safety Officers Benefit Account will review reforms to the duty disability process and continued health insurance coverage for members of the PERA Police & Fire Plan.
- The Work Group on Vesting and Emergency Medical Providers in Fire Relief Associations will develop recommendations to reduce the maximum vesting requirement from 20 years to 10 years and require EMT personnel to be included in fire relief associations.

In addition, effective Jan. 1, 2027, public employers must make a 7.5% PERA contribution for reemployed annuitants — retirees who receive a government pension but return to work. Previously, both employers and employees were exempt from making these contributions.

## Housing

The Legislature passed a \$165 million housing finance and policy bill, which Gov. Walz signed into law as [Chapter 100](#). The package includes \$100 million in housing infrastructure bonds and \$40 million for the Family Homeless Prevention and Assistance Program (FHPAP).

In addition, \$25 million in fiscal year 2027 is appropriated from Minnesota Housing Finance Agency interest earnings. Of that amount, \$14.275 million is allocated to the Workforce Housing Development Program and \$4 million to the Manufactured Home Park Infrastructure Grant Program, among other set-asides.

The bill does not include any preemption measures related to city zoning or land use authority.

## Cannabis

The 2026 omnibus cannabis bill focuses on streamlining medical and adult-use cannabis supply chains. The legislation includes minor provisions affecting cities.

The legislation clarifies:

- How population caps are calculated.
- How retailers are licensed across counties when cities delegate authority.
- Cities can contract with an entity to operate a municipal cannabis store.
- The Office of Cannabis Management may waive the local government certification requirements related to building code compliance.

In addition, the bill adds the new microbusiness license to the cap structure.

## What's next?

Gov. Walz has 14 days, including Sundays, after the Legislature adjourned to sign or veto passed bills. If the governor takes no action within that period, the bill does not become law. Since taking office in 2019, Gov. Walz has vetoed one bill.

[Read more news articles.](#)

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