COON CREEK
WATERSHED DISTRICT

# BOARD MEETING AGENDA

**Board Room**
**Coon Creek Watershed District Offices**
**Monday, July 13, 2026**
**5:30 p.m.**

**Board of Managers:**
Jim Hafner, 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 June 22, 2026**
6. **Receive Administrator's Report**
7. **Advisory Committee Report**
8. **Bills/Accounts Payable**

**POLICY ITEMS**

9. **Interest Proposals Review**
10. **2025 Audit and Annual Financial Report**
11. **Bridgewater Filter JPA**

**PERMIT ITEMS**

12. **P26-032 BTC Redevelopment West Side Private**
13. **P26-028 River North Industrial Center**
14. **P26-021 Montean Meadows**
15. **P26-038 BTC Redevelopment West Side Parking Ramp/Retail**
16. **P26-037 BTC Stadium**
17. **P26-036 Solid Rock Construction Building**

**DISCUSSION ITEMS**

**18. Data Practices Policy and Procedure**

**19. Draft 2027 Budget #1**

**20. District Staffing and Organizational Capacity**

**INFORMATIONAL ITEMS**

**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, June 22, 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, Jason Lund, Mary Campbell and Dwight McCullough.
Staff Present: Jon Janke, Corinne Elfelt, Erin Margl, Tyler Thompson, Hattie Hillukka and Michelle Ulrich

## 2. Approval of the Agenda

Administrator Jon Janke commented that items #5, 6, 7, part of 8, 12 and 13 were Continued from the previous meeting on June 8, 2026, because there wasn't a quorum. All items are eligible for consent, in addition to Permit Items #14 and #15.

Board Member Campbell moved to add carry over items #5, 6, 7, 8 and Permit Items #12 P26-020 NR Properties, #13 P26-024 Jim Peterson Park, #14 P26-025 Terrano Apartments and #15 P26-035 Gonzalaz Project to the Consent Items. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Hafner, Lund, Campbell and McCullough) and no nays.

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

## 3. Announcements

There were no announcements

## 4. Open Mic/Public Comment

No one was present for comment.

## CONSENT ITEMS

## 5. Approval of Minutes of May 26, 2026

## 6. Receive Administrator's Report

DRAFT

## 7. Advisory Committee Report

## 8. Bills/Accounts Payable

Claims totaling $93,540.54 on the following disbursement(s) list were issued and released.

| Vendor | Amount |
|---|---|
| V0008--US BANK | 13,487.91 |
| V0010--A1 FLOOR AND CARPET CARE | 1,119.30 |
| V0054--MICHELLE J ULRICH PA | 2,115.00 |
| V0094--STATE OF MN AUDITOR | 12,148.00 |
| V0110--RESPEC COMPANY LLC | 9,511.25 |
| V0111--WELL GROOMED LAWNS INC | 1,044.00 |
| V0115--METRO CONSERVATION DISTRICT | 1,000.00 |
| V0128--YTS COMPANIES LLC | 13,965.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 234.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 195.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 1,715.00 |
| V0221--ABDO LLP | 3,333.33 |
| V0242--METRO I NET | 7,330.00 |
| V0249--PLAUDIT DESIGN | 1,747.50 |
| V0352--HEALTH EQUITY INC | 288.46 |
| V0352--HEALTH EQUITY INC | 5,905.35 |
| V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION | 7,769.19 |
| V0363--MINNESOTA STATE RETIREMENT SYSTEM | 1,215.00 |
| V0387--SHOT BY SCHULTZ LLC | 5,040.00 |
| V0436--KE PROPERTIES LLC | 4,377.25 |
| | **93,540.54** |

Claims totaling $207,885.56 on the following disbursement list will be issued and released upon Board approval.

DRAFT

| Vendor | Amount |
|---|---|
| V0063--NORTHERN NATURAL GAS COMPANY | 2,920.00 |
| V0085--UNIVERSITY OF MN | 19,800.00 |
| V0110--RESPEC COMPANY LLC | 7,102.50 |
| V0121--LEE, ABBEY M | 242.15 |
| V0128--YTS COMPANIES LLC | 7,457.50 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 126.00 |
| V0150--PROWIRE INC | 360.00 |
| V0150--PROWIRE INC | 695.00 |
| V0195--STANTEC CONSULTING SERVICES INC | 26,135.50 |
| V0195--STANTEC CONSULTING SERVICES INC | 74,483.30 |
| V0221--ABDO LLP | 1,085.00 |
| V0299--MP+G MARKETING SOLUTIONS LLC | 7,224.55 |
| V0348--BLUE CROSS BLUE SHIELD OF MN | 28,932.34 |
| V0350--FIRST UNUM LIFE INSURANCE COMPANY | 790.91 |
| V0352--HEALTH EQUITY INC | 35.10 |
| V0352--HEALTH EQUITY INC | 47.69 |
| V0352--HEALTH EQUITY INC | 900.00 |
| V0352--HEALTH EQUITY INC | 1,043.35 |
| V0360--PAYLOCITY | 550.75 |
| V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION | 8,279.00 |
| V0363--MINNESOTA STATE RETIREMENT SYSTEM | 1,365.00 |
| V0432--PURE ALCHEMY DESIGN | 4,250.00 |
| V0437--RECYCLING ASSOCIATION OF MN | 860.00 |
| V0438--VISHAL DUTT | 2,657.50 |
| V0439--GARDNER BUILDERS | 3,992.50 |
| V0440--BLAINE SQUARE LLC | 3,310.42 |
| V0441--2C DEVELOPMENT LLC | 3,239.50 |
| | **207,885.56** |

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

## 12. P26-020 NR Properties

The purpose of this project is a new commercial building with parking areas and stormwater treatment located at 94th Lane NE, Blaine Minnesota.

The applicant is proposing the construction of a new commercial building with parking. The stormwater will be treated via an offsite stormwater pond. The project will disturb 2.5 acres and create 1.96 acres of regulated impervious surface. The area drains to County Ditch 41. The relevant water resource concerns are stormwater treatment, and soils and erosion control which are District Rules 3 and 4.

Based on the findings and exhibits presented in the staff report, the staff recommendation was to approve with one (1) condition and two (2) stipulations.

**Conditions:**

Rule 2.7 – Procedural Requirements

1. Provide a performance escrow in the amount of $10,000.00 and execute a signed escrow 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. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 3, including volume, critical elevations and proof of installation for hydrodynamic separators.

**13. P26-024 Jim Peterson Park**

The purpose of this item is the Parking lot expansion, ice rink construction and associated utility and stormwater management located at The Jim Peterson Athletic Complex, 12302 Cloud Dr NE, Blaine, Minnesota.

The City of Blaine is proposing improvements to Jim Peterson Park, which include an ice rink, new parking area, and associated stormwater treatment features. The project will disturb 1.4 acres and create 0.76 acres of regulated impervious surface. The site drains to County Ditch 41. The relevant water resource concerns are stormwater management, soils and erosion control and floodplain impact, which are District Rules 3, 4 and 6

Based on the findings and exhibits presented in the staff report, the staff recommendation was to approve with two (2) conditions and five (5) stipulations.

**Conditions:**

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of $5,600.00.

Rule 4.0 – Soils and Erosion Control

DRAFT

2. Update the SWPPP to stabilize soils and soil stockpiles within 7 days 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. Submittal of grading as-builts for the project to confirm adequate floodplain compensatory storage has been provided.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA;s) Construction Stormwater Permit (Permit No: MNR100001).
3. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
4. Completion of a post construction infiltration test on the bioinfiltration 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.
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.

## 14. P26-025 Terrano Apartments

The purpose of this project is the construction of an apartment complex with parking, stormwater treatment and utilities located at 111 99th Avenue NE, Blaine, Minnesota.

The applicant is proposing the construction of a new apartment building, parking areas, utilities and associated stormwater treatment features. The project will disturb 3.5 acres and create 1.41 acres of regulated impervious. The area drains to Pleasure Creek. The relevant water resource concerns are stormwater management and soils and erosion control, which are District Rules 3 and 4.

Based on the findings and exhibits presented in the staff report, the staff recommendation was to approve with four (4) conditions and four (4) stipulations.

<u>Rule 2.7 – Procedural Requirements</u>

1. Submittal of a performance escrow in the amount of $14,000.00 and execute a signed escrow agreement.

DRAFT

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.
3. Include site-specific data (invert elevations and pipe characteristics) on the Contech separator Detail CS-4.

Rule 4.0 – Soils and Erosion Control

4. Update Sheet SW1.3, Section 8, Comment 3 to stabilize soils and soil stockpiles within 7 days 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. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
2. Completion of post construction infiltration tests on basins 1A and 1B by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results
3. 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. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).

## 15. P26-035 Gonzalez Project

The purpose of this item is construction of a new home located at L2 B5 PINGER'S PLAZA, 212 169th Ave NE, Ham Lake, Minnesota.

The application is proposing the construction of a new single-family home on 169th Ave NE in Ham Lake. The project will disturb 0.05 acres and create no regulated impervious surface. The parcel drains to CD 58. The relevant water resource

DRAFT

concerns are soils and erosion control and floodplain impact which correspond to District Rules 4 and 6 respectively.

Based on the findings and exhibits presented in the staff report, the staff recommendation was to approve with one (1) condition and zero (0) stipulations.

**Conditions:**

1. Please update the plan sheet to include the following:
   a. A note that all disturbed soils and stockpiles will be stabilized within 24 hours.
   b. A note providing for the maintenance and repair of all temporary erosion and sediment control devices.
   c. A note for sweeping paved or hard surfaces with sediment at the end of each day.
   d. Provide double row redundant perimeter controls along wetland edge where 50ft buffer is not present.
   e. A note that portable toilets will be secured to prevent tipping.
   f. A note that all hazardous materials must be stored properly in sealed containers to prevent spills, leaks or other discharge.
   g. Provide standard details for erosion and sediment control devices.

**Stipulations:** The permit will be issued with the following stipulations as conditions of the permit. By accepting the permit, the applicant agrees to these stipulations: None.

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

## POLICY ITEMS

### 9. Election of Officers

Mr. Janke noted that Minnesota Statutes require the annual Election of Officers—President, Secretary, and Treasurer; District Bylaws in addition provide for a Vice President officer position and annual election of all officers to be completed in this situation by June 30, 2026.

The vacant Board Position will not be filled until August 25th, 2026, most likely to then begin their term in September 2026. It was discussed whether the Board would like to elect members in the meantime and adjust once the new Board Member is in place.

DRAFT

Board Member McCullough moved to nominate Jim Hafner as the president of the Coon Creek Watershed District (CCWD). Seconded by Board Member Campbell.

Board Member McCullough moved to nominate Jason Lund as the vice president of the CCWD. Seconded by Board Member Campbell.

Board Member Hafner moved to nominate McCullough as the secretary of the CCWD. Seconded by Board Member Campbell.

Board Member McCullough moved to nominate Mary Campbell as the treasurer of the CCWD. Seconded by Board Member Lund.

Each motion carried with four (4) yeas (Board Members Hafner, Lund, Campbell and McCullough) and no nays.

## 10. Annual SWPPP Public Hearing

Board Member Lund moved to open the Public Stormwater Pollution Prevention Plan (SWPPP) Annual Hearing to review Coon Creek Watershed District (CCWD)'S performance in storm water management. Seconded by Board Member McCoullough. The motion carried with four (4) yeas (Board Members Lund, Campbell, Hafner and McCullough) and no nays.

Board President Hafner introduced the subject, explaining District staff will present the SWPPP overview, followed by an opportunity for the public to provide public comment. Administrator Janke presented the following overview of the District's SWPPP and process, summarizing the six Maximum Control Measures (MCM's) required by the SWPPP.

Holding an annual public hearing is a requirement of the National Pollutant Discharge Elimination System (NPDES) program and requires the submittal of an Annual Report to Minnesota Pollution Control Agency (MPCA) by June 30.

The SWPPP states the purpose is to reduce storm water discharges to the "maximum extent practicable", to protect the water quality and to satisfy the water quality requirements of the Clean Water Act.

1) Public Education and Outreach on Storm Water Impacts. This has been with minimal change. The poop bags, swag bags, rain gauges and pens have been received very well by the public.

DRAFT

2) Public Involvement/Participation which is satisfied by this meeting complying with public notice requirements when implementing public involvement and participation.
3) Illicit Discharge Detection and Elimination to develop, implement and enforce a program to detect and eliminate illicit discharges. There has been a slight increase in discharges this year. There were 7 reports via public complaint proving the online Issue Report system is successful.
4) Construction Site Runoff Control highlights that the number of overall plan reviews conducted has increased. Most issues were taken care of with voluntary compliance.
5) Post-construction Storm Water Management falls under the regulatory program with stipulations which our program must have and our program meets all requirements.
6) Pollution Prevention/Good Housekeeping for Municipal Operations requires CCWD to develop a program making sure the district owned, or operating facilities are in good working condition and not polluting any waters.

The Coon Creek Watershed District is regulated as a Municipal Separate Storm Sewer System (MS4) permittee by the Minnesota Pollution Control Agency because of the District's responsibilities relating to the public ditch system and its role in conveying stormwater.

As an MS4 permittee, the District is required to implement and maintain a SWPPP. Section 17.3 of the MS4 General Permit requires the District to provide at least one annual opportunity for the public to provide input on the adequacy of the SWPPP. The permit allows a public meeting to satisfy this requirement when appropriate public notice is provided and the public is given an opportunity to review and comment on the SWPPP.

MPCA is developing a new annual reporting system and has deferred submittal of certain MS4 annual reports until the system is available. MPCA is also in the process of reissuing the MS4 General Permit, which is currently anticipated later in 2026. The existing 2020 permit remains in effect, and the District remains responsible for implementing the SWPPP, maintaining compliance records, and providing an annual public input opportunity

Member Hafner inquired if the information is asked for in the Annual Report. Mr. Janke said it is, but they have been suspending that requirement as well. MPCA continues to request responses to previously addressed questions, yet they cannot identify what additional questions may be asked moving forward. This lack of clarity has caused agencies to worry that new, unanticipated questions may surface without adequate time to prepare.

DRAFT

Member Hafner inquired whether private groups, such as HOAs, are generally compliant in submitting required maintenance reports, or if obtaining these reports is difficult. Mr. Janke responded that the agency does need to request the reports – they are not submitted by the private groups. He noted that our asset management territory is large, so we prioritize and identify which entities to monitor and enforce.

Member Hafner inquired whether community cleanups are organized by established groups or if volunteers are recruited as needed. Mr. Janke reported that we typically rely on a consistent group of returning volunteers.
He noted that cleanup efforts have been challenged by the presence of large, discarded items—such as refrigerators—that volunteers are unable to safely remove. Additionally, there are currently only a few large commercial sites in need of cleanup, limiting opportunities for volunteer engagement.

Board President Hafner then called for comments three times. Hearing none, Board Member Lund moved to close the Public SWPPP Annual Hearing to review CCWD'S performance in storm water management. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Lund, Campbell, Hafner and McCullough) and no nays.

## 11. District Rule Update

Watershed Development Coordinator Erin Margl presented the District Rules Update. The intent of this update to the District Rules is to provide clarification on standards that have caused confusion during the permitting process and address any gaps that staff have identified since the current rules have been in place.

On February 23, 2026, regular Board Meeting, the Board directed staff to forward the Draft District Rule for review and comment by the Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC). Both advisory committees and the Technical Evaluation Panel (TEP) reviewed the revisions.

Staff received a handful of comments, which prompted additional revisions. The comments received, District responses, and an updated redlined copy of the Draft Rules are attached.

Prior to rule amendment the District must do the following:

- Submit the proposed amendments to the Board of Water and Soil Resources (BWSR) for review and comment. BWSR then has 45 days to provide comments in writing.
- Notice revisions for review and comment to all public transportation authorities that have jurisdiction within the District. Transportation authorities also have 45 days to provide comments in writing.

DRAFT

- Publish a notice of public hearing in one or more newspapers published in Anoka County and generally circulated in the District.
- Hold a public hearing.

Staff will submit to the appropriate agencies for a comment period of at least 45 days. The public hearing will be scheduled after comments are received and any resulting revisions to the proposed amendment are made.

Board Member Lund moved to direct staff to submit the Draft Rules as proposed to BWSR and the public transportation authorities for a comment period of at least 45 days. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Hafner, Lund, Campbell and McCullough) and no nays.

.

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

**DISCUSSION ITEMS**

### 16. Board Tour and Open House Follow-Up

Mr. Janke presented this item to the Board addressing the modified Board Tour this year. He asked for feedback from the Board on how the tour went this year and asked for suggestions for tour options for next year.

Board feedback was favorable regarding the district-vehicle tours, staff conversations, and hands-on demonstrations. Low attendance was highlighted as a concern, prompting discussion on how to improve turnout in the future.

### 17. Annual District Stormwater Asset Condition Assessment

Operations and Management Coordinator Tyler Thompson presented the results of the assessments of stormwater assets maintained in the District. District-owned-and-maintained water control structures are inspected annually as part of the District's Operations and Management (O&M) program and the District insurance and NPDES requirements.

The average age of the structures is 34 years. Facility life is estimated to be 50 years based on the life expectancy of concrete. There are currently ten structures addressed throughout the District. Five of the structures are lake outlets, two are concrete weirs in the ditch 58 system and three are earthen berms. All structures are in good condition except Ditch 58, Timberline Weir which has a leak on the right side that has gotten worse.

Based on the findings and exhibits presented in the staff report, the staff recommendation was to receive the inspection report and to reinspect in 2027.

DRAFT

Board Member Lund moved to receive the report and to reinspect it in 2027. Seconded by Board Member Campbell. The motion carried with four (4) yeas (Board Members Hafner, Lund, Campbell and McCullough) and no nays.

## 18. 2027 Preliminary Capital Equipment Budget

The purpose of this item is to familiarize the Board with the 2027 preliminary capital equipment and facility improvement requests.

Mr. Janke explained this budget category addresses larger equipment, vehicle, technology, and facility-related capital investments that support District operations, maintain District assets, or improve the efficiency and functionality of District facilities and equipment.

The preliminary 2027 Capital Equipment Budget includes several one-time facility and equipment investments, including lower-level office improvements, front parking lot replacement, and vehicle replacement. The increase from the 2026 budget is primarily driven by facility-related capital needs rather than recurring equipment costs.

A discussion was held and focused on the parking-lot netting and the need to work with the City and the golf course to mitigate hazards posed by stray golf balls, including risks to staff, visitors, vehicles, and district property. Member Lund also raised questions regarding elevator access and the variance associated with the lower-level remodel. Administrative Services Coordinator Corinne Elfelt confirmed that the applicable code requirements had been reviewed and verified.

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

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

## 19. 2027 Preliminary Program Cost Budget

Mr. Janke presented this item to familiarize the Board with the preliminary program and project costs requested to support District implementation activities. This budget category addresses program and project costs associated with District implementation, including restoration, water quality, planning, maintenance, monitoring, partner-supported projects, and other program-specific activities.

DRAFT

The preliminary 2027 Program Cost Budget is $5,334,460. This is a $1,369,856 decrease, or approximately 20%, from the 2026 budget. The decrease is primarily related to project timing, project readiness, and the mix of implementation activities proposed for 2027, and does not reflect a reduction in the District's long-term implementation needs.

These figures are preliminary and will be reviewed with the full 2027 draft budget, including revenues, levy impact, carryforward balances, and project timing.

Based on the findings and exhibits presented in the staff report, the staff recommendation was to receive the report and provide direction for staff.

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

## 20. Watershed Management Videos

A video was not watched at this meeting, with the Board indicating it will postpone video viewing for future consideration when the new Board member is present in September.

## INFORMATIONAL ITEMS

## ADJOURNMENT

Board Member Campbell moved to adjourn at 6:42pm. Seconded by Board Member Lund. The motion carried with four (4) yeas (Board Members Hafner, Lund, Campbell and McCullough) and no nays.

_____

President

DRAFT

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

**MEETING DATE**: July 13, 2026
**AGENDA NUMBER:** 6
**ITEM**: Administrator's Report

**AGENDA:** Consent

**REQUESTED ACTION**:
Receive report.

# ADMINISTRATOR'S EVALUATION

**District Capacity and Capability**

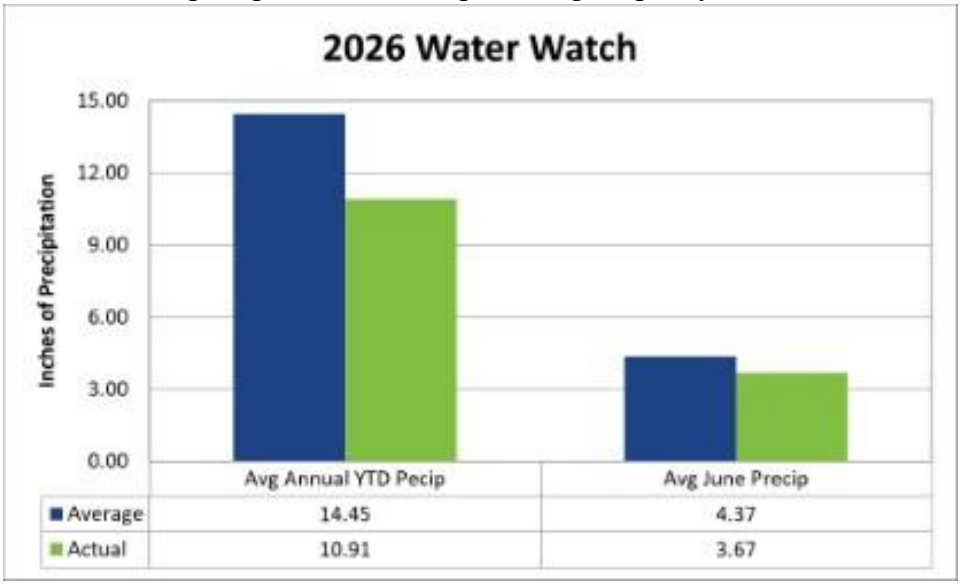
Staffing levels have substantially stabilized following recent hiring efforts. While the organization continues to experience workload demands that exceed available capacity in several program areas, current efforts are focused on improving organizational effectiveness through workload prioritization, succession planning, strategic use of consultant services, and evaluation of long-term staffing and operational needs as part of budget and organizational planning.

# MANAGEMENT SITUATION

## Natural Environment

The District received an average of **3.67** inches of precipitation during June. This puts the District 0.7 inches (16%) below average for the month and 3.54 inches (25%) below average for the year. Growing season precipitation is 3.0 inches (37%) below average.

According to the latest U.S. Drought Monitor release (June 25th), the District has been classified as Abnormally Dry for five weeks. Water levels and flows across the District have rebounded to normal levels with recent precipitation, and ample storage capacity remains across the landscape.



## Management Environment

| Agency | Status |
|---|---|
| Federal Government | • No report |
| State Government | • No report |
| Board of Water and Soil Resources (BWSR) | • BWSR has initiated an assessment of the Drainage Work Group's collaborative process, including its structure, stakeholder representation, consensus model, and future role in reviewing drainage-related policy issues. The assessment is expected to continue through 2026, with recommendations anticipated later this year. |
| Minnesota DNR | • DNR continues developing updated Twin Cities HUC8 flood risk information, including the Coon Creek watershed. Flood risk review meetings with participating communities are anticipated later this summer as draft mapping becomes available. Anoka County remains on a separate countywide mapping schedule. |
| Minnesota Pollution Control Agency (MPCA) | • No report |
| Minnesota Watersheds | • Minnesota Watersheds distributed the Annual Meeting on Resolutions and Petitions packet. Staff will review the proposed legislative platform and resolutions and return with recommendations regarding delegate appointments and voting direction before the August 31 meeting. |

## COLLABORATOR ACTIONS CAPACITY AND CAPABILITY

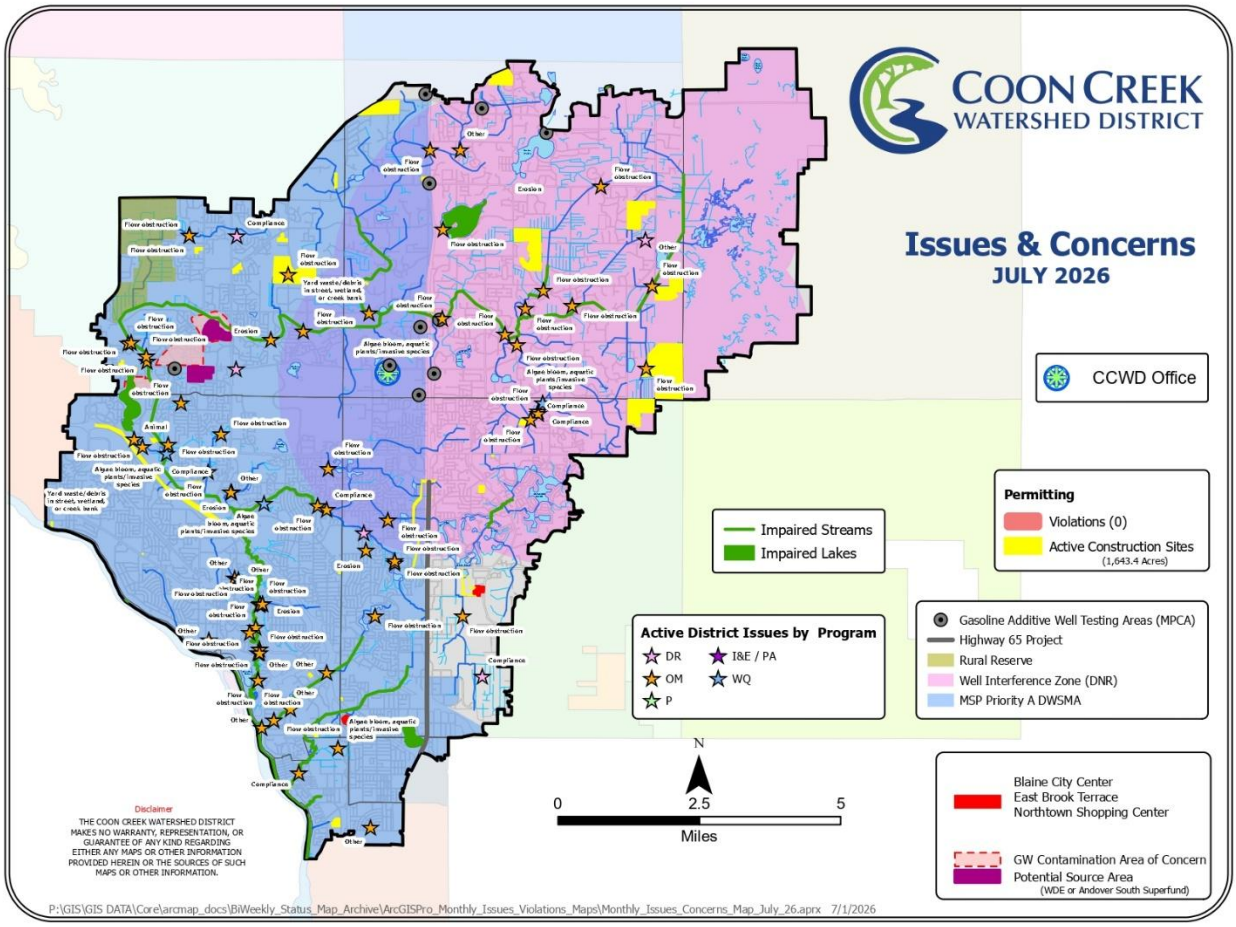
| Collaborator | Description |
|---|---|
| Anoka County | • Anoka County is accepting applications to fill the vacancy on the District Board of Managers. Applications are requested by July 29, 2026, with the appointment anticipated on August 25, 2026. |
| Anoka Conservation District | • The Anoka Conservation District has begun implementing the District-supported rain garden revitalization program. Site evaluations are underway to identify aging residential rain gardens for rehabilitation and continued water quality benefits. |

# PROBLEMS, ISSUES, AND CONCERNS

## Strategic Issues and Concerns

- **State Regulatory Inconsistency and Unevenness**: State permitting processes continue to affect project timelines, administrative effort, and implementation predictability. Staff continue working with state agencies and local partners to improve permitting coordination, consistency, and process efficiency.
- **Stormwater Reuse and Plumbing Code Restrictions:** Following significant input from watershed organizations and other stakeholders, the Minnesota Plumbing Board voted to pause rulemaking on proposed Chapter 15 plumbing code revisions affecting stormwater reuse. The Board rescinded its previous authorization to begin rulemaking for Chapter 15, reconstituted its Chapter 15 Rulemaking Committee, and reopened the Request for Action process to allow additional stakeholder participation before further consideration. District staff will continue monitoring the process and participating with agency partners as appropriate.

## Operational Issues and Concerns

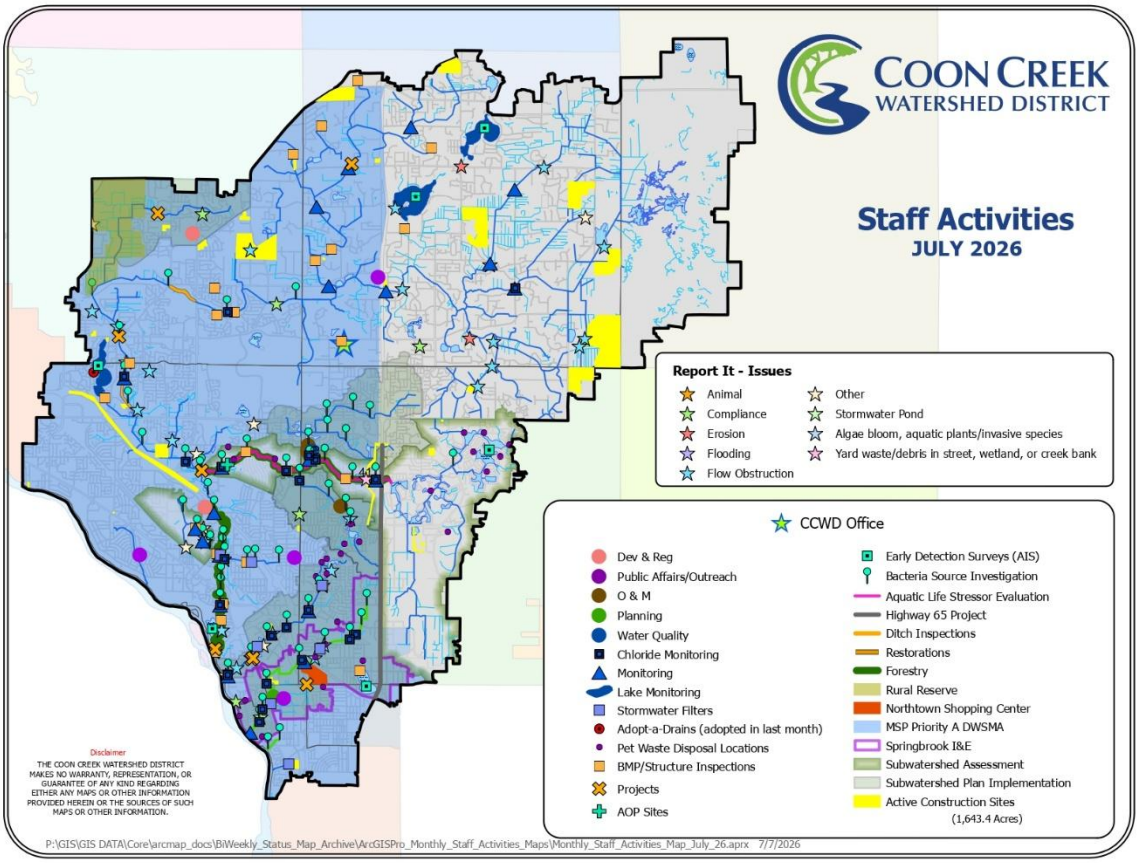


# STAFF ACTIVITIES

## Strategic Management Activities

1) **State Permitting Coordination:** Staff continue participating in statewide efforts to improve stream restoration permitting and project delivery. Recent coordination with state agencies and local partners has confirmed shared implementation challenges and a collaborative interest in identifying administrative and process improvements. Staff will continue participating in these efforts and evaluate future administrative, policy, or legislative opportunities as they emerge.
2) **Ditch 39 Flood Modeling and Planning:** The MPCA grant agreement has been fully executed. Staff have completed project startup coordination with Stantec, and work is underway
3) **Districtwide Water Quality Modeling:** Staff are completing development of the District's watershed-scale water quality model and beginning evaluation of the results. The model incorporates substantially improved flow and water quality monitoring data collected over the past several years and is expected to refine the District's understanding of pollutant loading, implementation priorities, and long-term planning needs.
4) **BWSR Clean Water Fund Grant:** BWSR has awarded the District a $500,000 Clean Water Fund Projects and Practices grant for the Blaine Parks Targeted Water Quality Improvements Phase 1 project. The project would support construction of a stormwater pond in Happy Acres Park to treat previously untreated drainage to Sand Creek. Staff will return to the Board at a future meeting for grant agreement approval and related project actions once formal grant materials are available.

## Operations Activities




# DISTRICT CAPACITY AND CAPABILITY

**Equipment**:

- Planning is underway to replace one fleet vehicle in 2026.

**Facilities:**

- No report

**Staffing:**

- Complement & Strength: 14.55 FTE
- Staffing plan: Staff continue evaluating workload, succession planning, program needs, and implementation capacity.

**Sustaining**:

- No report

**Budget & Financials**

- The 2025 annual audit has been completed.
- The District received the first half 2026 property tax settlement from Anoka County.

## Coon Creek Watershed District
## CCWD - Budget Report

As of Date: 06/30/2026

| | Year Ending 12/31/2026 | Year To Date 06/30/2026 | | | |
|---|---|---|---|---|---|
| | CCWD 2026 Budget | CCWD 2026 Budget | Actual Expenses YTD | Variance YTD | |
| Revenue | | | | | |
| Property Taxes | 6,924,414.00 | 3,462,210.00 | 0.00 | 3,462,210.00 | -100% |
| Fees & Charges | 180,573.00 | 90,288.00 | 125,931.00 | (35,643.00) | 39% |
| Grants | 2,372,179.00 | 1,186,092.00 | 0.00 | 1,186,092.00 | -100% |
| Other Revenue | 180,000.00 | 90,000.00 | 92,152.10 | (2,152.10) | 2% |
| Total Revenue | 9,657,166.00 | 4,828,590.00 | 218,083.10 | 4,610,506.90 | **-95%** |
| Expense | | | | | |
| Salaries & Benefits | 2,711,666.00 | 1,355,838.00 | 949,696.56 | 406,141.44 | -30% |
| Professional Services | 527,084.00 | 263,538.00 | 219,633.90 | 43,904.10 | -17% |
| Operating Expenses | 367,759.00 | 183,888.00 | 130,252.81 | 53,635.19 | -29% |
| Program Expense | 6,713,313.00 | 3,356,676.00 | 661,595.34 | 2,695,080.66 | -80% |
| Capitalized Expenses | 71,000.00 | 35,502.00 | 8,508.00 | 26,994.00 | -76% |
| Total Expense | 10,390,822.00 | 5,195,442.00 | 1,969,686.61 | 3,225,755.39 | **-62%** |

Created on : 07/01/2026 12:13 PM PST

## Coon Creek Watershed District
## Cash Balance

As of Date: 06/30/2026

| | Escrow Fund Month Ending 06/30/2026 | General Fund Month Ending 06/30/2026 | All Funds Month Ending 06/30/2026 |
|---|---|---|---|
| **Cash and Cash Equivalents** | | | |
| Cash | 1,741,899.12 | (1,980,893.97) | (238,994.85) |
| Petty Cash | 0.00 | 250.00 | 250.00 |
| Investment Account | 23,060.00 | 5,404,526.41 | 5,427,586.41 |
| **Total Cash and Cash Equivalents** | **1,764,959.12** | **3,423,882.44** | **5,188,841.56** |

Created on : 07/01/2026 12:13 PM PST

**June started with an operational fund balance of approximately $3,718,867.00**
**Change in net cash position was - $294,984.56**
**Balance of the escrow trust fund is $1,624,764.12**
**Six month into the fiscal year, the budget variance is -33%**

**COON CREEK WATERSHED DISTRICT**

**Request for Board Action**

| | |
|---|---|
| **MEETING DATE**: | July 13, 2026 |
| **AGENDA NUMBER:** | 7 |
| **ITEM**: | Advisory Committees Report |

**AGENDA:** Policy Discussion Information

## ACTION REQUESTED

Receive Report

## BACKGROUND

The Citizen Advisory Committee (CAC) did not meet in the month of June in favor of attending the 2026 Board Tour Open House. The Technical Advisory Committee (TAC) met on Thursday, June 11th.

- The next CAC meeting is scheduled: July 8th at 4:30 p.m. hybrid with Zoom.
- The next TAC meeting is scheduled: July 9th at 8:30 a.m. hybrid with Zoom.

## ISSUES/CONCERNS

### Citizen Advisory Committee (CAC)

The CAC did not meet in the month of June in favor of attending the 2026 Board Tour Open House on Monday, June 8th.

### Technical Advisory Committee (TAC)

The majority of the TAC were present at the meeting. Absent were Anoka Conservation District, City of Columbus, City of Spring Lake Park, Department of Health, and Department of Transportation.

1. Announcements

   Staffing Updates

   Jon Janke announced that David Petry recently joined CCWD as the District's new Project Manager and will be working with many TAC member agencies on future District projects.

   Jon also welcomed Sumner Naess, who recently joined the City of Andover as a Civil Engineer. TAC members participated in a brief roundtable introduction.

   Jon shared that Anneka Munsell will be serving as the new Minnesota Department of Health contact for the TAC following Abby Shea's transition to a different role within MDH.

2. Management Situation

Hydrology

Tyler Thompson provided a brief hydrology update. Conditions are generally good, though precipitation has been below average and Anoka County is now classified as abnormally dry. Water levels and flows are somewhat low, but storage capacity remains available across the landscape.

Legislative Update

Jon Janke shared that the legislative session ended in mid-May with limited action on water-related issues. Staff will continue monitoring and preparing for future sessions.

3. Concerns

District Rules Update

Erin Margl provided an update on the District rule revision process. Comments received from TAC members were reviewed by District staff, and revised rule language and comment responses were posted for TAC review. TAC members were given an opportunity to ask questions or provide final feedback before the revised rules are brought to the Board of Managers to authorize the formal public comment process.

Plumbing Code – Stormwater Reuse

Jon Janke provided an update on concerns related to potential Plumbing Board action affecting stormwater reuse. The issue appears to center on public health and safety concerns associated with non-potable stormwater in irrigation or stormwater reuse systems.

TAC members discussed concern that uncertainty around potential rule changes could delay current projects and discourage future stormwater reuse BMPs. There was also discussion about the need for better coordination with the stormwater community before any rule changes advance. Staff will continue monitoring the issue.

Districtwide SWAT Water Quality Model

Justine Dauphinais introduced the Districtwide SWAT Water Quality Model. Michael Frett and Tom Benike from Stantec presented the model results and TMDL evaluation.

The model uses updated monitoring data to better identify pollutant sources, loading patterns, and reduction needs across the District. Jon Janke noted that the model will help refine future project planning so improvements are better targeted toward measurable water quality outcomes.

4. Briefs

FEMA Anoka County Kickoff 6/30

Jon Janke provided a brief update on the upcoming FEMA Anoka County kickoff meeting. Jon noted that the effort appears related to the broader HUC 8 mapping process, but focused on portions of Anoka County not already covered by prior work with CCWD, RCWD, MWMO, and similar organizations. Based on current understanding, this separate effort is not expected to delay or impact CCWD's ongoing FEMA mapping work.

CCWD Board Vacancy

Jon Janke provided a brief update on the CCWD Board of Managers appointment process. Jon shared that one board member was reappointed and one seat remains vacant after no applications were received for that seat. Anoka County is expected to initiate another call for applications, and TAC members were encouraged to share the opportunity within their communities.

MN TOPO2 & 2nd Gen LiDAR

Jon Janke provided an update that MN TOPO2 is now live and supports viewing the second-generation LiDAR data that has been available for some time. Jon noted that MN TOPO2 can generate one-foot contours, but they are calculated on the fly and users should exercise caution. State issued one-foot contours are expected later this summer and will provide a more consistent dataset across users.

Met Council – Local Water Plans

Jon Janke provided a brief update on the Metropolitan Council local water plan update process. Met Council has initiated the process with updates anticipated by the end of 2028, and the work will include stormwater, drinking water, and wastewater components. Jon noted that CCWD is working to align its local water plan update requirements with the Met Council process to reduce duplication of effort. Cities were encouraged to plan accordingly, especially if they anticipate using consultants for this work.

MS4 Annual Report Update

Justine Dauphinais shared that MPCA has announced there will be no MS4 annual reporting again this year because the state reporting software is not yet available. Permittees are still expected to document the information they would have reported and may be asked to submit past reporting information once the system is available. Justine noted concerns about maintaining records over multiple years, especially with staff turnover.

5. Other Water Management Concerns

Dave Berkowitz shared that Andover's new pedestrian bridge over Coon Creek is now open. The project had been in development for several years and is a significant addition for the community.

Rebecca Haug shared that she participates on the Minnesota Water Quality Board and invited TAC members to send any relevant topics or issues her way.

Justine Dauphinais shared that Anoka Conservation District received funding for septic system work related to pathogen reduction.

**RECOMMENDATION**

Receive the report.

# COON CREEK WATERSHED DISTRICT
## Request for Board Action

**MEETING DATE**: July 13, 2026
**AGENDA NUMBER:** 8
**ITEM**: Bills to Be Paid

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

**REQUEST**
Approve bills

**BACKGROUND**
Claims totaling $62,676.13 on the following disbursement(s) list will be issued and released upon Board approval.

| Vendor | Amount |
|---|---|
| V0008--US BANK | 9,807.59 |
| V0010--A1 FLOOR AND CARPET CARE | 1,119.30 |
| V0014--ANOKA CONSERVATION DISTRICT | 1,583.82 |
| V0037--ECM PUBLISHERS INC | 226.80 |
| V0096--RANDY WESP EXCAVATING LLC | 16,700.00 |
| V0111--WELL GROOMED LAWNS INC | 1,486.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 195.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 130.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 91.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 864.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 851.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 228.00 |
| V0138--RMB ENVIRONMENTAL LABORATORIES INC | 152.00 |
| V0221--ABDO LLP | 3,333.33 |
| V0242--METRO I NET | 170.00 |
| V0242--METRO I NET | 149.56 |
| V0249--PLAUDIT DESIGN | 1,080.00 |
| V0351--DELTA DENTAL OF MN | 2,130.31 |
| V0352--HEALTH EQUITY INC | 456.00 |
| V0352--HEALTH EQUITY INC | 1,043.35 |
| V0352--HEALTH EQUITY INC | 900.00 |
| V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION | 8,668.37 |
| V0363--MINNESOTA STATE RETIREMENT SYSTEM | 1,365.00 |
| V0442--MN PAID LEAVE FUND | 855.70 |
| V0443--ANOKA COUNTY HIGHWAYS | 8,000.00 |
| V0444--LINCOLN STREET COMMERCIAL LLC | 1,090.00 |
| | **62,676.13** |

| Company name: | Coon Creek Watershed District | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Created on: | 7/1/2026 | | | | | | | | | |
| | Vendor name | Bill number | Date | Fund name | Department name | Account | Capital Project ID | Grant ID | Transaction amount | Memo |
| 7022026 | | | | | | | | | | |
| | MINNESOTA STATE RETIREMENT SYSTEM | 07022026 | 7/2/2026 | General Fund | Operations & Maintenance | 60718 | | | 105.00 | 07022026 MSRS PYRL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 07022026 | 7/2/2026 | General Fund | Water Quality | 60718 | | | 435.00 | 07022026 MSRS PYRL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 07022026 | 7/2/2026 | General Fund | Public & Governmental Affairs | 60718 | | | 25.00 | 07022026 MSRS PYRL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 07022026 | 7/2/2026 | General Fund | Administration | 60718 | | | 450.00 | 07022026 MSRS PYRL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 07022026 | 7/2/2026 | General Fund | Watershed Development | 60718 | | | 150.00 | 07022026 MSRS PYRL |
| | MINNESOTA STATE RETIREMENT SYSTEM | 07022026 | 7/2/2026 | General Fund | Planning | 60718 | | | 200.00 | 07022026 MSRS PYRL |
| Sum for 07022026 | | | | | | | | | 1,365.00 | |
| 0726CCWD | | | | | | | | | | |
| | A1 FLOOR AND CARPET CARE | 0726CCWD | 6/24/2026 | General Fund | Administration | 61105 | | | 1,119.30 | July 2026 Cleaning Services: |
| Sum for 0726CCWD | | | | | | | | | 1,119.30 | |
| 07996937 QTR1 26 | | | | | | | | | | |
| | MN PAID LEAVE FUND | 07996937 QTR1 26 | 6/23/2026 | General Fund | Administration | 60716 | | | 855.70 | MN PFML 1ST QTR 2026 .22% BILL |
| Sum for 07996937 QTR1 26 | | | | | | | | | 855.70 | |
| 1103062 | | | | | | | | | | |
| | ECM PUBLISHERS INC | 1103062 | 6/12/2026 | General Fund | Administration | 61558 | | | 226.80 | AD 1539829 ANNL SWPPP HEARING NOTICE |
| Sum for 1103062 | | | | | | | | | 226.80 | |
| 202606581 | | | | | | | | | | |
| | PLAUDIT DESIGN | 202606581 | 6/29/2026 | General Fund | Public & Governmental Affairs | 61549 | PROJ-25-609 | | 1,080.00 | WCAG AUDIT WEBSITE & SUPPORT |
| Sum for 202606581 | | | | | | | | | 1,080.00 | |
| 2026114 | | | | | | | | | | |
| | ANOKA CONSERVATION DISTRICT | 2026114 | 6/15/2026 | General Fund | Water Quality | 61549 | PROJ-25-509 | G24-001-M | 1,583.82 | LCCCRSEED AND PLANTINGS |
| Sum for 2026114 | | | | | | | | | 1,583.82 | |
| 266 | | | | | | | | | | |
| | RANDY WESP EXCAVATING LLC | 266 | 6/23/2026 | General Fund | Operations & Maintenance | 61549 | PROJ-26-401 | | 16,700.00 | 26 NON ROUT MAINT D37 ISS25-159 |
| Sum for 266 | | | | | | | | | 16,700.00 | |
| 27776 | | | | | | | | | | |
| | WELL GROOMED LAWNS INC | 27776 | 6/30/2026 | General Fund | Administration | 61250 | | | 1,486.00 | CCWD MOW JUNE 2026 |
| Sum for 27776 | | | | | | | | | 1,486.00 | |
| 3613 | | | | | | | | | | |
| | METRO INET | 3613 | 6/30/2026 | General Fund | Administration | 63066 | | | 170.00 | MTHLY IT SERVICES DPO365 |
| Sum for 3613 | | | | | | | | | 170.00 | |
| 3614 | | | | | | | | | | |
| | METRO INET | 3614 | 6/30/2026 | General Fund | Public & Governmental Affairs | 61575 | | | 149.56 | MS POWER AUTOMATE LICENSE |
| Sum for 3614 | | | | | | | | | 149.56 | |
| 3X1G6RV | | | | | | | | | | |
| | HEALTH EQUITY INC | 3X1G6RV | 7/2/2026 | General Fund | Planning | 60713 | | | 144.23 | 07022026 HEHSA |
| | HEALTH EQUITY INC | 3X1G6RV | 7/2/2026 | General Fund | Watershed Development | 60713 | | | 150.00 | 07022026 HEHSA |
| | HEALTH EQUITY INC | 3X1G6RV | 7/2/2026 | General Fund | Administration | 60713 | | | 532.05 | 07022026 HEHSA |
| | HEALTH EQUITY INC | 3X1G6RV | 7/2/2026 | General Fund | Public & Governmental Affairs | 60713 | | | 73.07 | 07022026 HEHSA |
| | HEALTH EQUITY INC | 3X1G6RV | 7/2/2026 | General Fund | Water Quality | 60713 | | | 144.00 | 07022026 HEHSA |
| Sum for 3X1G6RV | | | | | | | | | 1,043.35 | |
| 525557 | | | | | | | | | | |
| | ABDO LLP | 525557 | 6/30/2026 | General Fund | Administration | 63052 | | | 3,333.33 | ACCT90223 FS FIN SVCS JUN 26 |
| Sum for 525557 | | | | | | | | | 3,333.33 | |
| B023140 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023140 | 6/22/2026 | General Fund | Water Quality | 61549 | PROJ-26-504 | | 195.00 | WOB023140 MONITORING |
| Sum for B023140 | | | | | | | | | 195.00 | |
| B023252 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023252 | 6/26/2026 | General Fund | Water Quality | 61549 | PROJ-26-504 | | 864.00 | WOB023252 MONITORING |
| Sum for B023252 | | | | | | | | | 864.00 | |
| B023253 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023253 | 6/26/2026 | General Fund | Water Quality | 61549 | PROJ-26-504 | | 851.00 | WOB023253 MONITORING |
| Sum for B023253 | | | | | | | | | 851.00 | |
| B023282 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023282 | 6/26/2026 | General Fund | Water Quality | 61549 | PROJ-26-504 | | 228.00 | WOB023282 MONITORING |
| Sum for B023282 | | | | | | | | | 228.00 | |
| B023283 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023283 | 6/26/2026 | General Fund | Water Quality | 61549 | PROJ-26-504 | | 152.00 | WOB023283 MONITORING |
| Sum for B023283 | | | | | | | | | 152.00 | |
| B023325 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023325 | 6/22/2026 | General Fund | Water Quality | 61549 | PROJ-24-519 | | 130.00 | WOB023325 GROUNDWATER CHLORIDE |
| Sum for B023325 | | | | | | | | | 130.00 | |
| B023326 | | | | | | | | | | |
| | RMB ENVIRONMENTAL LABORATORIES INC | B023326 | 6/22/2026 | General Fund | Water Quality | 61549 | PROJ-24-519 | | 91.00 | WOB023326 GROUNDWATER CHLORIDE |
| Sum for B023326 | | | | | | | | | 91.00 | |
| B2816GB | | | | | | | | | | |
| Sum for B2816GB | | | | | | | | | 456.00 | |
| Charge payoffs - 3315 | | | | | | | | | | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 1,001.98 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-24-519 | | 19.47 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-24-519 | | 116.93 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-24-519 | | 396.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-24-519 | | 956.39 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | PROJ-24-610 | | 90.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-26-520 | | 126.60 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-26-520 | | 213.51 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Operations & Maintenance | 20020 | PROJ-26-401 | | 3.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Operations & Maintenance | 20020 | PROJ-26-401 | | 18.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | PROJ-26-608 | | 29.99 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | -36.52 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | -34.53 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | -14.99 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 9.71 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 12.99 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 14.34 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | | | 14.58 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 15.30 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 16.83 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Watershed Development | 20020 | | | 17.71 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 18.97 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 20.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 20.32 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | | | 21.52 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 23.81 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 25.70 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 25.93 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Watershed Development | 20020 | | | 28.30 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 28.89 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 29.37 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 34.65 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Operations & Maintenance | 20020 | | | 35.03 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Operations & Maintenance | 20020 | | | 35.97 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | | | 38.67 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 40.78 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 43.58 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 45.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 45.42 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 46.56 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 48.31 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | | | 48.96 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 49.07 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 51.78 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Operations & Maintenance | 20020 | | | 54.13 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 74.42 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 77.81 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 86.45 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 130.15 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 151.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 164.77 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 189.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 200.90 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Watershed Development | 20020 | | | 250.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 253.74 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 295.52 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 332.91 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 378.43 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 501.00 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Administration | 20020 | | | 511.31 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | | | 722.63 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Water Quality | 20020 | PROJ-25-505 | | 422.34 | |
| | US BANK | Charge payoffs - 3315 | 7/1/2026 | General Fund | Public & Governmental Affairs | 20020 | PROJ-25-602 | | 1,217.20 | |
| Sum for Charge payoffs - 3315 | | | | | | | | | 9,807.59 | |
| CNS0002189032 | | | | | | | | | | |
| | DELTA DENTAL OF MN | CNS0002189032 | 6/23/2026 | General Fund | Administration | 21050 | | | 2,130.31 | T04578 DENTAL INS JULY 26 |
| Sum for CNS0002189032 | | | | | | | | | 2,130.31 | |
| PAN21-068 | | | | | | | | | | |
| | LINCOLN STREET COMMERCIAL LLC | PAN21-068 | 7/13/2026 | General Fund | Watershed Development | 53191 | | | 1,090.00 | REVIEW REF-LINCOLN STREET COMMERCIAL |
| Sum for PAN21-068 | | | | | | | | | 1,090.00 | |
| SOMPER000856320 | | | | | | | | | | |
| | PUBLIC EMPLOYEES RETIREMENT ASSOCIATION | SOMPER000856320 | 7/2/2026 | General Fund | Administration | 21050 | | | 8,668.37 | 07022026 PERA PYRL |
| Sum for SOMPER000856320 | | | | | | | | | 8,668.37 | |
| VIQSMY5 | | | | | | | | | | |
| | HEALTH EQUITY INC | VIQSMY5 | 7/2/2026 | General Fund | Operations & Maintenance | 60713 | | | 900.00 | HE DPC TT JULY 26 |
| Sum for VIQSMY5 | | | | | | | | | 900.00 | |
| WQCS80%2026 | | | | | | | | | | |
| | ANOKA COUNTY HIGHWAYS | WQCS80%2026 | 6/23/2026 | General Fund | Water Quality | 61549 | PROJ-25-506 | | 8,000.00 | 26 WQCS INITIAL 80% STMWTR SITE ASSESS |
| Sum for WQCS80%2026 | | | | | | | | | 8,000.00 | |
| Sum Total | | | | | | | | | 62,676.13 | |

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

**MEETING DATE**: July 13, 2026
**AGENDA NUMBER:** 9
**ITEM**: Interest Proposals Review

**AGENDA:** Policy

## ACTION REQUESTED
Review summary of interest proposals and provide direction.

## PURPOSE
To provide the Board with a summary of interest proposals received in response to the District's biennial solicitation and determine whether any additional action is needed.

## BACKGROUND
At the May 26, 2026, Board meeting, the Board reviewed the District's biennial solicitation requirement for legal, professional, or technical consultant services and authorized staff to solicit interest proposals.

On May 28, 2026, the notice was posted to the District website and remained posted through the July 3, 2026, submittal deadline. The notice requested letters of interest or statements of qualifications from firms qualified and available to provide legal, professional, or technical consultant services to the District.

The notice is attached.

## SUMMARY OF SUBMITTALS
Staff received 9 submittals by the July 3, 2026 deadline. The submittals are summarized below based on the services identified by each respondent.

| Respondent | Service(s) | Notes |
|---|---|---|
| Michelle J. Ulrich, P.A.* | Legal services | Submitted interest proposal to continue providing legal services to the District, including watershed law and related governmental legal services. |
| Stantec Consulting Services Inc.* | Engineering and related technical services | Submitted qualifications for continued engineering and related technical services, including water resources, watershed planning, modeling, water quality, stream restoration, GIS, ecological services, regulatory support, and grant assistance. |
| RESPEC* | GIS and geospatial services | Submitted qualifications for continued GIS support and expanded geospatial services, including enterprise GIS, web applications, spatial analysis, mobile tools, drone imagery, LiDAR, remote sensing, asset data, and related technical support. |
| Abdo* | Human resources services | Submitted qualifications for HR services and noted its existing payroll, finance, and system-support relationship with the District. |
| HDR Engineering, Inc. | Engineering, GIS, and web development consulting services | Submitted letter of interest for engineering, GIS, web applications, water resources, watershed planning, project prioritization, and related consulting services. |
| AE2S, with Barr Engineering | District engineering and related technical services | Submitted proposal for District engineering and related technical services, including permitting, watershed planning, modeling, water quality, restoration, GIS, asset management, groundwater, brownfields, communications, and related support. |
| Geosyntec Consultants, Inc. | Professional engineering and consulting services | Submitted letter of interest for watershed, stormwater, water quality, flood risk, modeling, permitting, stakeholder engagement, and related consulting services. |
| Houston Engineering, Inc. | Professional and technical consultant services | Submitted qualifications for watershed, stormwater, drainage, engineering, GIS, planning, permitting, construction management, ecological restoration, grant writing, and related services. |
| RYMARK IT Navigation | IT security and management services | Submitted interest in IT security and management services, including cybersecurity, help desk, monitoring, backup, incident response, and related support. |

*Current District service provider

**CONSIDERATIONS**

- The solicitation is complete and documents the District's biennial solicitation for legal, professional, or technical consultant services.
- Staff will retain the notice and submittals for District records and future reference.
- The solicitation does not require the District to interview respondents, issue a request for proposals, replace current service providers, or award a contract.
- The Board may direct further action if it wants additional review of a respondent or service area.

**OPTIONS**

1. Take no further action.
2. Direct staff to request additional information from specific respondents.
3. Direct staff to prepare a targeted request for proposals for specific services.
4. Provide other direction.

COON CREEK
WATERSHED DISTRICT

**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, information technology, 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 **July 3, 2026**.

Submittals may be emailed to 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**: July 13, 2026
**AGENDA NUMBER:** 10
**ITEM**: Audit and Annual Financial Report

**AGENDA:** Policy

**ACTION REQUESTED**
Receive the 2025 Audit and Annual Financial Report.

**PURPOSE**
Receive the audit of the District's financial affairs for the 2025 calendar year.

**BACKGROUND/CONTEXT**
Minnesota Statutes Chapters 103B and 103D require the District's financial affairs to be audited annually and the annual audit report to be submitted to the Board of Water and Soil Resources and the Office of the State Auditor.

The District's accounting and financial reporting support is provided by Abdo, which assists with preparation of financial statements and coordination with the auditor.

The 2025 Annual Financial Report is attached for Board review. The report includes the independent auditor's report, management's discussion and analysis, basic financial statements, notes to the financial statements, and required supplementary information.

An audit exit meeting was held on June 16, 2026, with the auditor, staff, and Board representatives to review the audit report, findings, and recommendations.

**AUDIT OPINION**
The auditor issued an unqualified (clean) opinion on the District's 2025 financial statements.

**ISSUES/CONCERNS**
Staff are not aware of unresolved audit findings requiring Board action beyond receipt of the audit and Annual Financial Report.

**RECOMMENDATION**
Receive 2025 audit and annual financial report

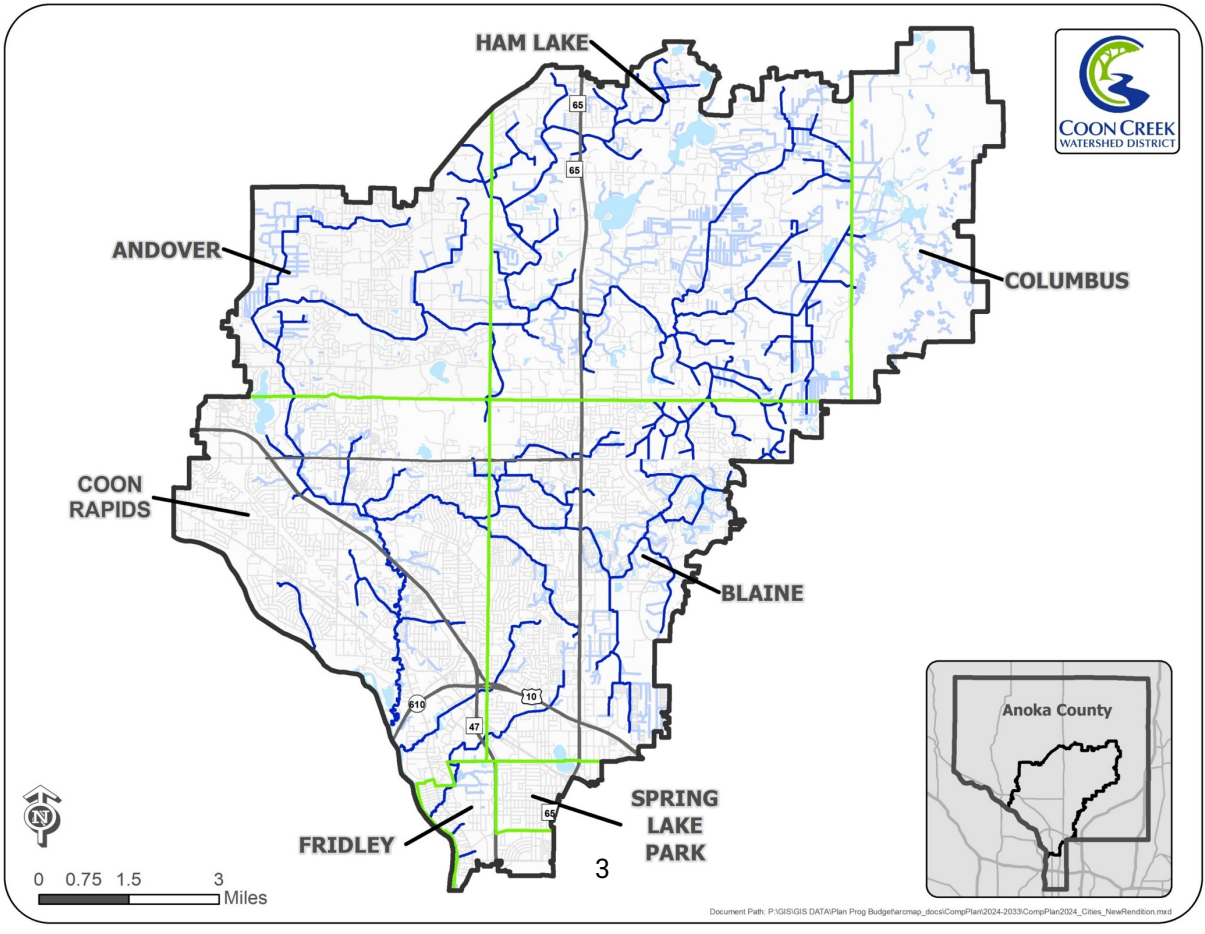
# ANNUAL FINANCIAL REPORT

COON CREEK WATERSHED DISTRICT
HAM LAKE, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2025

THIS PAGE IS LEFT

BLANK INTENTIONALLY


HAM LAKE
ANDOVER
COLUMBUS
COON RAPIDS
BLAINE
SPRING LAKE PARK
FRIDLEY
65
65
65
610
10
47
Anoka County
0 0.75 1.5 3
Miles
Document Path: P:\GIS\GIS DATA\Plan Prog Budget\arcmap_docs\CompPlan\2024-2033\CompPlan2024_Cities_NewRendition.mxd

THIS PAGE IS LEFT

BLANK INTENTIONALLY

Coon Creek Watershed District
Ham Lake, Minnesota
Annual Financial Report
Table of Contents
For the Year Ended December 31, 2025


| | Page No. |
|---|---|
| **Introductory Section** | |
| Elected and Appointed Officials | 9 |
| **Financial Section** | |
| Independent Auditor's Report | 13 |
| Management's Discussion and Analysis | 17 |
| **Basic Financial Statements** | |
| Government-wide Financial Statements | |
| Statement of Net Position | 24 |
| Statement of Activities | 25 |
| Fund Financial Statements | |
| Governmental Fund | |
| Balance Sheet | 28 |
| Reconciliation of the Balance Sheet to the Statement of Net Position | 29 |
| Statement of Revenues, Expenditures and Changes in Fund Balance | 30 |
| Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities | 31 |
| Notes to the Financial Statements | 33 |
| **Required Supplementary Information** | |
| Budgetary Comparison Schedule - General Fund | |
| Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual | 50 |
| Notes to the Required Supplementary Information - Budgetary Reporting | 51 |
| Schedule of Employer's Proportionate Share of Public Employees Retirement Association Net Pension Liability General Employees Retirement Fund | 53 |
| Schedule of Employer's Public Employees Retirement Association Contributions - General Employees Retirement Fund | 53 |
| Notes to the Required Supplementary Information - General Employee Retirement Fund | 54 |

THIS PAGE IS LEFT

BLANK INTENTIONALLY

INTRODUCTORY SECTION

COON CREEK WATERSHED DISTRICT
HAM LAKE, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2025

THIS PAGE IS LEFT

BLANK INTENTIONALLY

# Coon Creek Watershed District
Ham Lake, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2025

| Name | Title | Term Expires |
|---|---|---|
| Jim Hafner | President | May 27, 2026 |
| Erin Lind | Vice President | May 27, 2026 |
| Jason Lund | Secretary | May 27, 2028 |
| Mary Campbell | Treasurer | May 27, 2028 |
| Dwight McCullough | At-Large | May 27, 2027 |
| Tim Kelly* | District Administrator | |

* Retired December 31, 2025

THIS PAGE IS LEFT

BLANK INTENTIONALLY

FINANCIAL SECTION

COON CREEK WATERSHED DISTRICT
HAM LAKE, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2025

THIS PAGE IS LEFT

BLANK INTENTIONALLY

STATE OF MINNESOTA

Julie Blaha
State Auditor

Office of the State Auditor

Suite 500
525 Park Street
Saint Paul, MN 55103

# Independent Auditor's Report

Board of Managers
Coon Creek Watershed District
Ham Lake, Minnesota

## Report on the Audit of the Financial Statements

### Opinions

We have audited the financial statements of the governmental activities and the General Fund of Coon Creek Watershed District as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of Coon Creek Watershed District as of December 31, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee



Main: (651) 296-2551 • Fax: (651) 296-4755 • TTY: (800) 627-3529 • State.Auditor@osa.state.mn.us • www.osa.state.mn.us
An equal opportunity employer

that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, we:

- exercise professional judgment and maintain professional skepticism throughout the audit;
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed;
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements; and
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## Required Supplementary Information

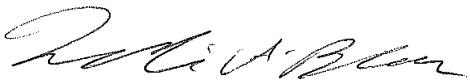
Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedule – General Fund, Public Employees Retirement Association General Employees Retirement Fund schedules, and Notes to the Required Supplementary Information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## Other Information

Management is responsible for the other information included in the Annual Financial Report. The other information comprises the Introductory Section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we

conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.



Julie Blaha
State Auditor



Lisa Young, CPA
Deputy State Auditor

June 15, 2026

THIS PAGE IS LEFT

BLANK INTENTIONALLY

## Management's Discussion and Analysis (Unaudited)
## For the Year Ended December 31, 2025

As management of the Coon Creek Watershed District, Ham Lake, Minnesota, (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2025.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves. The following chart shows how the various parts of this annual report are arranged and related to one another:

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of fund financial statements and schedules that further explains and supports the information in the financial statements. Figure 1 shows how the required parts of this annual report are arranged and relate to one another.

**Figure 1**
**Required Components of the**
**District's Annual Financial Report**

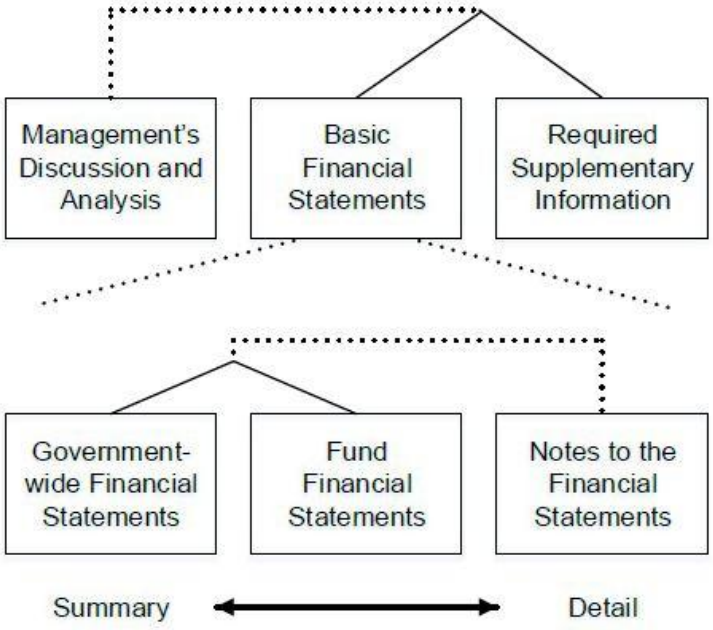


Figure 2 summarizes the major features of the District's financial statements, including the portion of the District government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

## Figure 2
## Major Features of the Government-wide and Fund Financial Statements

| | Fund Financial Statements | |
|---|---|---|
| | **Government-wide Statements** | **Governmental Funds** |
| Scope | Entire District | The activities of the District |
| Required financial statements | • Statement of Net Position<br>• Statement of Activities | • Balance Sheet<br>• Statement of Revenues, Expenditures, and Changes in Fund Balances |
| Accounting basis and measurement focus | Accrual accounting and economic resources focus | Modified accrual accounting and current financial resources focus |
| Type of asset/liability information | All assets and liabilities, both financial and capital, and short-term and long-term | All assets except capital assets expected to be used up and liabilities that come due during the year or soon thereafter. |
| Type of deferred outflows/inflows of resources information | All deferred outflows/inflows of resources, regardless of when cash is received or paid | Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included |
| Type of inflow/outflow information | All revenues and expenses during year, regardless of when cash is received or paid | Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter |

**Government-wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the District's assets, deferred outflows or resources, liabilities, and deferred inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of activities* presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., grants).

The government-wide financial statements start on page 24 of this report.

**Fund Financial Statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District currently maintains one governmental fund.

***Governmental Funds*.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the government's near-term financing decisions. Both the governmental fund balance sheets and the governmental fund statements of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The District adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 28 of this report.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements start on page 33 of this report.

**Required Supplementary Information.** In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the District's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found on page 50 of this report

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources at the close of the most recent fiscal year.

A portion of the District's net position reflects its investment in capital assets (e.g., land, buildings and structures, and machinery and equipment). The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

## Coon Creek Watershed District's Net Position

| | Governmental Activities | | |
|---|---|---|---|
| | 2025 | 2024 | Increase (Decrease) |
| Assets | | | |
| Current and other assets | $ 7,096,122 | $ 5,475,945 | $ 1,620,177 |
| Capital assets | 1,125,596 | 1,082,310 | 43,286 |
| Total Assets | 8,221,718 | 6,558,255 | 1,663,463 |
| Deferred Outflows of Resources | | | |
| Deferred pension resources | 174,218 | 194,531 | (20,313) |
| Liabilities | | | |
| Noncurrent liabilities outstanding | 650,764 | 785,643 | (134,879) |
| Current and other liabilities | 2,158,243 | 2,279,017 | (120,774) |
| Total Liabilities | 2,809,007 | 3,064,660 | (255,653) |
| Deferred Inflows of Resources | | | |
| Deferred pension resources | 370,801 | 403,002 | (32,201) |
| Net Position | | | |
| Investment in capital assets | 1,125,596 | 1,082,310 | 43,286 |
| Unrestricted | 4,090,532 | 2,202,814 | 1,887,718 |
| Total Net Position | $ 5,216,128 | $ 3,285,124 | $ 1,931,004 |
| Net Position as a Percentage of Total | | | |
| Investment in capital assets | 21.6 % | 32.9 % | |
| Unrestricted | 78.4 | 67.1 | |
| Total Net Position | 100.0 % | 100.0 % | |

The remaining balance of *unrestricted net position* may be used to meet the District's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the District is able to report positive balances in both categories of net position.

**Governmental Activities**. Governmental activities increased the District's net position as shown below.

## Coon Creek Watershed District's Changes in Net Position

| | Governmental Activities | | |
|---|---|---|---|
| | 2025 | 2024 | Increase (Decrease) |
| Revenues | | | |
| Program Revenues | | | |
| Fees, charges, fines, and other | $ 189,634 | $ 256,301 | $ (66,667) |
| Operating grants and contributions | 800,087 | 172,751 | 627,336 |
| General revenues | | | |
| Taxes | 6,162,362 | 4,950,576 | 1,211,786 |
| Unrestricted investment earnings | 202,704 | 198,713 | 3,991 |
| Gain on sale of capital assets | 3,000 | - | 3,000 |
| Total Revenues | 7,357,787 | 5,578,341 | 1,779,446 |
| Expenses | | | |
| Conservation of natural resources | 5,426,783 | 3,967,710 | 1,459,073 |
| Change in Net Position | 1,931,004 | 1,610,631 | 320,373 |
| Net Position, January 1 | 3,285,124 | 1,674,493 | 1,610,631 |
| Net Position, December 31 | $ 5,216,128 | $ 3,285,124 | $ 1,931,004 |

Key elements of this increase are as follows:

- Increases in Operating Grants and Contributions revenues due to additional grants received
- Increases in Tax revenues due to levy increases
- Increase in expenses related to Conservation of Natural Resources professional services needed

***Increases in Intergovernmental Grant Revenues***

The District received federal funding for a one time grant revenue for Nonpoint Source Implementation related to the Clean Water Act. The District also received more state grant revenues compared to prior year, mostly due to the Minnesota Board of Water and Soil Resources grant for similar activity relating to Clean Water Act.

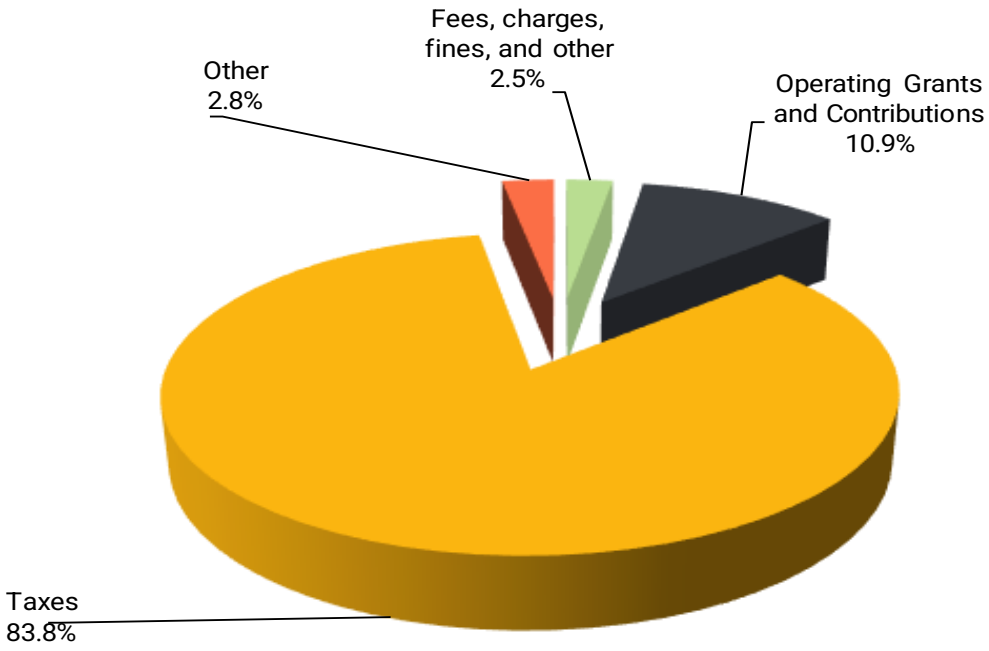
***Growth in Tax Revenues***

Increases in tax revenues relate to increased inflation and general increase in cost of services.

***Growth in Conservation of Natural Resources Expenses***

Increases in conservation of natural resources expenses relate to increased costs for wages and benefits and an increase in engineering fees for restoration projects.

**Revenue by Source - Governmental Activities**




**Financial Analysis of the District's Funds**

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

***Governmental Funds*.** The focus of the District's *governmental fund* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

| | Current Year Ending Balance | Prior Year Ending Balance | Increase/ (Decrease) |
|---|---|---|---|
| Fund Balance | | | |
| Nonspendable for prepaids | $ 28,282 | $ 28,814 | $ (532) |
| Unassigned | 4,811,771 | 3,035,195 | 1,776,576 |
| Total Fund Balance | $ 4,840,053 | $ 3,064,009 | $ 1,776,044 |
| General Fund expenditures | $ 5,616,836 | $ 3,998,029 | |
| Total Fund Balance as a percent of expenditures | 86.2% | 76.6% | |

As of the close of the current fiscal year, the District's governmental fund reported an ending fund balance as shown above. Additional information on the District's fund balances can be found in Note 1 starting on page 37 of this report.

The *General fund* is the chief operating fund of the District. At the end of the current year, the fund balance of the General fund is shown in the table above. As a measure of the General fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. The total unassigned fund balance as a percent of total fund expenditures is shown in the chart above along with total fund balance as a percent of total expenditures.

**Capital Asset and Debt Administration**

**Capital Assets**. The District's investment in capital assets for its governmental activities as of December 31, 2025 is shown below. This investment in capital assets includes land, buildings and structures, and machinery and equipment.

Major capital asset events during the current fiscal year consisted of building improvements as well as purchases of office furniture & equipment.

## Coon Creek Watershed District Capital Assets
(Net of Depreciation)

| | Governmental Activities | | |
|---|---|---|---|
| | 2025 | 2024 | Increase (Decrease) |
| Land | $ 142,000 | $ 142,000 | $ - |
| Buildings and structures | 783,121 | 820,734 | (37,613) |
| Machinery and equipment | 200,475 | 119,576 | 80,899 |
| Total | $ 1,125,596 | $ 1,082,310 | $ 43,286 |
| Percent Increase/(Decrease) | | | 4.0% |

Additional information on the District's capital assets can be found in Note 3B starting on page 41 of this report.

**Economic Factors and Next Year's Budgets and Rates**

The District relies on property tax levies, authorized by state statutes, for a significant portion of its revenue.

**Requests for Information**

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District Administrator, Jon Janke, 13632 Van Buren Street NE, Ham Lake, Minnesota 55304.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

COON CREEK WATERSHED DISTRICT
HAM LAKE, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2025

# Coon Creek Watershed District
Ham Lake, Minnesota
Statement of Net Position
December 31, 2025

| | Governmental Activities |
|---|---|
| Assets | |
| Cash and temporary investments | $ 5,137,918 |
| Cash held for developers | 1,566,405 |
| Receivables | |
| Taxes | 53,326 |
| Due from other governments | 310,191 |
| Prepaid items | 28,282 |
| Capital assets | |
| Nondepreciable assets | 142,000 |
| Depreciable assets (net of accumulated depreciation) | 983,596 |
| Total Assets | 8,221,718 |
| Deferred Outflows of Resources | |
| Deferred pension resources | 174,218 |
| Liabilities | |
| Accounts payable | 132,542 |
| Escrow payable | 1,566,405 |
| Accrued salaries payable | 10,210 |
| Due to other governments | 63,401 |
| Unearned revenue | 385,685 |
| Noncurrent liabilities | |
| Due within one year | |
| Compensated absences | 100,451 |
| Due in more than one year | |
| Compensated absences | 30,310 |
| Net pension liability | 520,003 |
| Total Liabilities | 2,809,007 |
| Deferred Inflows of Resources | |
| Deferred pension resources | 370,801 |
| Net Position | |
| Investment in capital assets | 1,125,596 |
| Unrestricted | 4,090,532 |
| Total Net Position | $ 5,216,128 |

The notes to the financial statements are an integral part of this statement.

# Coon Creek Watershed District
Ham Lake, Minnesota
Statement of Activities
For the Year Ended December 31, 2025

| Functions/Programs | Expenses | Program Revenues: Fees, Charges, Fines, and Other | Program Revenues: Operating Grants and Contributions | Program Revenues: Capital Grants and Contributions | Net (Expenses) Revenues and Changes in Net Position: Governmental Activities |
|---|---|---|---|---|---|
| Governmental Activities | | | | | |
| Conservation of natural resources | $ 5,426,783 | $ 189,634 | $ 800,087 | $ - | $ (4,437,062) |
| General Revenues | | | | | |
| Taxes | | | | | |
| Property taxes, levied for general purposes | | | | | 6,162,362 |
| Unrestricted investment earnings | | | | | 202,704 |
| Gain on sale of assets | | | | | 3,000 |
| Total General Revenues | | | | | 6,368,066 |
| Change in Net Position | | | | | 1,931,004 |
| Net Position, January 1 | | | | | 3,285,124 |
| Net Position, December 31 | | | | | $ 5,216,128 |

The notes to the financial statements are an integral part of this statement.

THIS PAGE IS LEFT

BLANK INTENTIONALLY

FUND FINANCIAL STATEMENTS

COON CREEK WATERSHED DISTRICT
HAM LAKE, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2025

# Coon Creek Watershed District
Ham Lake, Minnesota
Balance Sheet
Governmental Fund
December 31, 2025

| | General |
|---|---|
| Assets | |
| Cash and temporary investments | $ 5,137,918 |
| Cash held for developers | 1,566,405 |
| Taxes receivable | 53,326 |
| Due from other governments | 310,191 |
| Prepaid items | 28,282 |
| Total Assets | $ 7,096,122 |
| Liabilities | |
| Accounts payable | $ 132,542 |
| Escrow payable | 1,566,405 |
| Accrued salaries payable | 10,210 |
| Due to other governments | 63,401 |
| Unearned revenue | 385,685 |
| Total Liabilities | 2,158,243 |
| Deferred Inflows of Resources | |
| Unavailable revenues - taxes | 53,326 |
| Unavailable revenues - grants | 44,500 |
| Total Deferred Inflows of Resources | 97,826 |
| Fund Balances | |
| Nonspendable for prepaids | 28,282 |
| Unassigned | 4,811,771 |
| Total Fund Balances | 4,840,053 |
| Total Liabilities, Deferred Inflows of Resources and Fund Balances | $ 7,096,122 |

The notes to the financial statements are an integral part of this statement.

# Coon Creek Watershed District
Ham Lake, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
December 31, 2025

Amounts reported for the governmental activities in the statement of net position are different because

| | | |
|---|---|---|
| Total Fund Balances - Governmental | $ | 4,840,053 |
| Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. | | |
| Cost of capital assets | | 1,546,949 |
| Less: accumulated depreciation | | (421,353) |
| Noncurrent liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Noncurrent liabilities at year-end consist of | | |
| Compensated absences payable | | (130,761) |
| Net pension liability | | (520,003) |
| Some receivables are not available soon enough to pay for the current period's expenditures, and therefore are unavailable in the funds. | | |
| Taxes receivable | | 53,326 |
| Grants | | 44,500 |
| Governmental funds do not report long-term amounts related to pensions. | | |
| Deferred outflows of resources | | 174,218 |
| Deferred inflows of resources | | (370,801) |
| Total Net Position - Governmental Activities | $ | 5,216,128 |

The notes to the financial statements are an integral part of this statement.

# Coon Creek Watershed District
Ham Lake, Minnesota
Statement of Revenues, Expenditures
and Changes in Fund Balance
Governmental Fund
For the Year Ended December 31, 2025

| | General |
|---|---|
| Revenues | |
| Taxes | $ 6,148,785 |
| Intergovernmental | 848,757 |
| Charges for services | 189,634 |
| Interest on investments | 202,704 |
| Total Revenues | 7,389,880 |
| Expenditures | |
| Current | |
| Conservation of natural resources | 5,498,816 |
| Capital outlay | |
| Conservation of natural resources | 118,020 |
| Total Expenditures | 5,616,836 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 1,773,044 |
| Other Financing Sources (Uses) | |
| Sale of capital assets | 3,000 |
| Net Change in Fund Balance | 1,776,044 |
| Fund Balance, January 1 | 3,064,009 |
| Fund Balance, December 31 | $ 4,840,053 |

The notes to the financial statements are an integral part of this statement.

# Coon Creek Watershed District
Ham Lake, Minnesota
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance
to the Statement of Activities
For the Year Ended December 31, 2025

Amounts reported for governmental activities in the statement of activities are different because

| | | |
|---|---|---|
| Net Change in Fund Balance - Governmental Fund | $ | 1,776,044 |
| Capital outlays are reported in the governmental fund as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense. | | |
| Capital outlays | | 133,462 |
| Depreciation expense | | (90,176) |
| Certain revenues are recognized as soon as it is earned. Under the modified accrual basis of accounting certain revenues cannot be recognized until they are available to liquidate liabilities of the current period. | | |
| Property taxes | | 13,577 |
| Grants | | (48,670) |
| Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental fund. | | |
| Compensated absences | | 48,586 |
| Current year change in deferred pension outflows, net pension liability, and deferred pension inflows. | | 98,181 |
| Change in Net Position - Governmental Activities | $ | 1,931,004 |

The notes to the financial statements are an integral part of this statement.

THIS PAGE IS LEFT

BLANK INTENTIONALLY

## Note 1: Summary of Significant Accounting Policies

### A. Reporting Entity

The Coon Creek Watershed District was organized in 1959 under the provisions of Minn.Stat. ch. 103D; additional powers and duties are contained in Minn. Stat. chs. 103E and 103B.

The purpose of the District is to provide water management within its geographic boundaries. The watershed is 107 square miles in size and includes those lands within the drainage area, or watershed, of Coon Creek. The Creek's drainage involves portions of the communities of Andover, Blaine, Columbus, Coon Rapids, Ham Lake, Fridley, and Spring Lake Park. The headwaters of the Creek are in the Carlos Avery Wildlife Management Area in Columbus. The Creek flows 17 miles and enters the Mississippi River downstream from the Coon Rapids Dam in Coon Rapids. In addition to existing water problems, the District recognizes the need to prevent flooding and improve water quality. The District complies with the Metropolitan Water Management Act, the intent of which is to prevent water problems by preserving and using natural retention systems. The District is governed by a Board of Managers composed of five members appointed by the Anoka County Board of Commissioners for three-year terms.

The District has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that exclusion would cause the District's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the primary government. The District has no component units that meet the criteria above.

### B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement activities) report information on all of the non-fiduciary activities of the District.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as p*rogram revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported instead as *general revenues*.

The District reports one governmental fund, the General Fund.

### C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

## Note 1: Summary of Significant Accounting Policies (Continued)

Charges for service, assessments to members, grants and interest associated with the current fiscal period are all considered susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the organization.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include grants, entitlement and donations. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The District reports the following major governmental fund:

- The *General fund* is the Districts primary operating fund. It accounts for all financial resources of the general government.

**D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position / Fund Balances**

***Deposits and Investments***

The District's cash and temporary investments are considered to be cash on hand, demand deposits and short term investments with original maturities of three months or less from the date of acquisition.

The District invests in an external investment pool, the Minnesota Association of Governments Investing for Counties (MAGIC) Fund, which is created under a joint powers agreement pursuant to Minn. Stat. § 471.59. The investment in the pool is measured at the net asset value per share provided by the pool. The District invests in MAGIC for the purpose of increasing earnings through investments.

The District may also invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.

2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.

3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.

4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.

## Note 1: Summary of Significant Accounting Policies (Continued)

5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.

6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.

7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.

8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding $10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

9. Guaranteed Investment Contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

The broker money market accounts operate in accordance with appropriate state laws and regulations. The reported value of the pools is the same as the fair value of the pool shares. The District does not have a formal investment policy.

***Property Taxes***

The Board of Managers annually adopts a tax levy and certifies it to the County in December of each year for collection in the following year. The County is responsible for billing and collecting all property taxes for itself, the District, the local School District and other taxing authorities. Such taxes become a lien on January 1st and are recorded as receivables by the District at that date. Real property taxes are payable (by property owners) on May 15th and October 15th of each calendar year. Personal property taxes are payable by taxpayers on February 28th and June 30th of each year. These taxes are collected by the County and remitted to the District on or before July 7th and December 2nd of the same year. The District has no ability to enforce payments of property taxes by property owners. The County possesses this authority.

Delinquent taxes receivable include the past six years' uncollected taxes. Delinquent taxes have been offset by a deferred inflow of resources for taxes not received within 60 days after year end in the fund financial statements.

***Accounts Receivable***

Accounts receivable include amounts billed for services provided before year end.

***Prepaid Items***

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. The District uses the consumption method to account for all prepaid items.

***Capital Assets***

Capital assets, which include land, land improvements, easements, buildings, and machinery and equipment are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than $5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

## Note 1: Summary of Significant Accounting Policies (Continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets of the District are depreciated using the straight-line method over the following estimated useful lives:

| Assets | Useful Lives in Years |
|---|---|
| Buildings | 50 |
| Equipment | 3 to 20 |

***Deferred Outflows of Resources***

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until that time. The District has one item that qualifies for reporting in this category. Accordingly, the item, deferred pension resources, is reported only in the statements of net position. This item results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

***Unearned Revenue***

The governmental fund and government-wide financial statements report unearned revenue in connection with resources that have been received, but not earned.

***Compensated Absences***

District employees are granted flexible time off (FTO) in varying amounts depending on length of service. Unused, accumulated FTO is paid to employees upon termination. District employees accrue up to a maximum 48 hours of Earned Sick and Safe Time (ESST) leave, which is capped at 80 hours. This leave is not paid out upon termination. The District provides extended medical benefits (EMB) to regular District employees. This leave will only accrue after the employee accumulated 48 hours of ESST in a calendar year or the employee's ESST bank reaches its cap of 80 hours. EMB is not payable as severance upon separation from employment with the District. The liability for compensated absences reported in the financial statements consists of unused accumulated FTO balances, and estimated future use of ESST and EMB hours. Leave is accrued as compensated absences when incurred in the government-wide financial statements. The amount payable at December 31, 2025, is $130,761.

***Pensions***

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30th. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The General fund is used to liquidate the governmental net pension liability.

## Note 1: Summary of Significant Accounting Policies (Continued)

***Deferred Inflows of Resources***

In addition to liabilities, the statement of net position and fund financial statements reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has one item which arises only under a modified accrual basis of accounting that qualifies as needing to be reported in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental fund reports unavailable revenues from delinquent property taxes receivable and state and local grants. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

The District has an additional item which qualifies for reporting in this category. The item, deferred pension resources, is reported only in the statements of net position and results from actuarial calculations.

***Fund Balance***

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

*Nonspendable* - Amounts that cannot be spent because they are not in spendable form, such as prepaid items.

*Restricted* - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

*Committed* - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the Board, which is the District's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the Board modifies or rescinds the commitment by resolution.

*Assigned* - Amounts constrained for specific purposes that are internally imposed. Assigned amounts represent intended uses established by the Board itself or by an official to which the governing body delegates the authority.

*Unassigned* - The residual classification for the General fund.

The District considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

***Net Position***

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is displayed in three components:

a. Investment in capital assets - Consists of capital assets, net of accumulated depreciation reduced by any outstanding debt attributable to acquire capital assets.

b. Restricted net position - Consists of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

c. Unrestricted net position - All other net position balances that do not meet the definition of "restricted" or "investment in capital assets".

## Note 1: Summary of Significant Accounting Policies (Continued)

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources; and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## Note 2: Stewardship, Compliance and Accountability

**Budgetary Information**

The Board of Managers adopts an annual budget for the General fund of the District on an annual basis. During the budget year, supplemental appropriations and deletions are or may be authorized by the Board. The modified accrual basis of accounting is used by the District for budgeting data. All appropriations end with the fiscal year for which they were made. The District does not use encumbrance accounting.

The District monitors budget performance on the fund basis. All amounts over budget have been approved by the Board through the disbursement process. There were no budget amendments in 2025.

## Note 3: Detailed Notes on All Funds

**A. Deposits and Investments**

***Deposits***

Custodial credit risk for deposits and investments is the risk that in the event of a bank failure, the District's deposits and investments may not be returned or the District will not be able to recover collateral securities in the possession of an outside party.

Minnesota statutes require that all District deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance or bonds, with the exception of irrevocable standby letters of credit issued by Federal Home Loan Banks as this type of collateral only requires collateral pledged equal to 100 percent of the deposits not covered by insurance or bonds.

Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds;
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;

## Note 3: Detailed Notes on All Funds (Continued)

- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and

- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the District.

At year end, the District's carrying amount of deposits was a deficit $51,066 and the bank balance was $0. The bank balance was covered entirely by Federal depository insurance. The District also had petty cash of $250 at year end.

***Fair Value of Investments***

The Coon Creek Watershed District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

***Level 1***: Quoted prices for identical investments in active markets;

***Level 2***: Observable inputs other than quoted market prices; and,

***Level 3***: Unobservable inputs.

Coon Creek Watershed District has the following recurring fair value measurements as of December 31, 2025:
Investments measured at the net asset value (NAV):

| Types of Investments | Credit Quality/ Ratings (1) | Segmented Time Distribution (2) | Amount |
|---|---|---|---|
| Non-pooled Investments | | | |
| MAGIC Portfolio | NR | less than 6 months | $ 6,755,139 |

(1) Ratings are provided by Moody's and Standard & Poors agency where applicable to indicate associated credit risk.
(2) Interest rate risk is disclosed using the segmented time distribution method.

(1) Ratings are provided by Moody's and Standard & Poor's agency where applicable to indicate associated credit risk.
(2) Interest rate risk is disclosed using the segmented time distribution method.
NR Indicates not rated.

## Note 3: Detailed Notes on All Funds (Continued)

The investments of the District are subject to the following risks:

- *Credit Risk* is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Ratings are provided by various credit rating agencies and where applicable, indicate associated credit risk. Minnesota statutes limit the District's investments to the list identified in Note 1D.

- *Custodial Credit Risk* is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The District does not have an investment policy to address custodial credit risk but typically limits its exposure by purchasing insured or registered investments.

- *Concentration of Credit Risk i*s the risk of loss attributed to the magnitude of a District's investment in a single issuer. The District places no limit on the amount that may be invested in any one issuer.

- *Interest Rate Risk* is the risk that changes in interest rates will adversely affect the fair value of an investment. The District does not have an investment policy to address interest rate risk.

A reconciliation of cash and temporary investments as shown on the statement of net position for the District as follows:

| | |
|---|---|
| As reported on the financial statements | |
| Statement of net position | |
| Cash and temporary investments | $ 5,137,918 |
| Cash held for developers | 1,566,405 |
| Total | $ 6,704,323 |

## Note 3: Detailed Notes on All Funds (Continued)

### B. Capital Assets

Capital asset activity for the year ended December 31, 2025 was as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|---|---|---|---|
| **Governmental Activities** | | | | |
| Capital Assets not Being Depreciated | | | | |
| Land | $ 142,000 | $ - | $ - | $ 142,000 |
| Capital Assets Being Depreciated | | | | |
| Buildings and structures | 982,372 | - | - | 982,372 |
| Machinery and equipment | 319,606 | 133,462 | (30,491) | 422,577 |
| Total Capital Assets Being Depreciated | 1,301,978 | 133,462 | (30,491) | 1,404,949 |
| Less Accumulated Depreciation for | | | | |
| Buildings and structures | (161,638) | (37,613) | - | (199,251) |
| Machinery and equipment | (200,030) | (52,563) | 30,491 | (222,102) |
| Total Accumulated Depreciation | (361,668) | (90,176) | 30,491 | (421,353) |
| Total Capital Assets Being Depreciated, Net | 940,310 | 43,286 | - | 983,596 |
| Governmental Activities Capital Assets, Net | $ 1,082,310 | $ 43,286 | $ - | $ 1,125,596 |

Depreciation expense of $90,176 was charged to the District's conservation of natural resources function.

### C. Long-term liabilities

Long-term liability activity for the year ended December 31, 2025 as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance | Due Within One Year |
|---|---|---|---|---|---|
| **Governmental Activities** | | | | | |
| Compensated absences* | $ 179,347 | $ - | $ (48,586) | $ 130,761 | $ 100,451 |

*The change in compensated absences liability is presented as a net change.

## Note 4: Other Information

### A. Legal Debt Margin

In accordance with Minnesota statutes, the District may not incur or be subject to net debt in excess of 3 percent of the market value of taxable property within the District. Net debt is payable solely from ad valorem taxes and therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues or tax increments. The District has no debt subject to the limit.

### B. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the District carries insurance. The District obtains insurance through participation in the League of Minnesota Cities Insurance Trust (LMCIT), which is a risk sharing pool with approximately 800 other governmental units. The District pays an annual premium to LMCIT for its workers compensation and property and casualty insurance. The LMCIT is self-sustaining through member premiums and will reinsure for claims above a prescribed dollar amount for each insurance event. Settled claims have not exceeded the District's coverage in any of the past three fiscal years.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The District's management is not aware of any incurred but not reported claims.

## Note 5: Defined Benefit Pensions Plans - Statewide

### A. Plan Description

All full-time and certain part-time employees of Coon Creek Watershed District are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Plan (the General Employees Plan), which is a cost-sharing, multiple-employer retirement plan. This plan is established and administered in accordance with Minn. Stat. chs. 353 and 356. PERA's defined benefit pension plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code.

The General Employees Plan (accounted for in the General Employees Fund) has multiple benefit structures with members belonging to the Coordinated Plan, the Basic Plan, or the Minneapolis Employees Retirement Fund. Coordinated Plan members are covered by Social Security, while the Basic Plan and Minneapolis Employees Retirement Fund members are not covered. The Basic Plan was closed to new members in 1967. The Minneapolis Employees Retirement Fund was closed to new members in 1978 and merged into the General Employees Plan in 2015. All new members must participate in the Coordinated Plan, for which benefits vest after three years of credited service. No Coon Creek Watershed District employees belong to either the Basic Plan or the Minneapolis Employees Retirement Fund.

### B. Benefits Provided

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefit provisions are established by state statute and can be modified only by the state legislature. Benefit increases are provided to benefit recipients each January.

General Employees Plan benefit recipients will receive a post-retirement increase equal to 50 percent of the cost-of-living adjustment announced by the Social Security Administration, with a minimum increase of at least 1.00 percent and a maximum of 1.50 percent. The 2025 annual increase was 1.25 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

The benefit provisions stated in the following paragraph of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits, but are not yet receiving them, are bound by the provisions in effect at the time they last terminated their public service.

Benefits are based on a member's highest average salary for any 60 consecutive months of allowable service, age, and years of credit at termination of service. In the General Employees Plan, two methods are used to compute benefits for Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Coordinated Plan member is 1.20 percent of average salary for each of the first ten years of service and 1.70 percent of average salary for each remaining year. Under Method 2, the annuity accrual rate is 1.70 percent for Coordinated Plan members for each year of service. Only Method 2 is used for members hired after June 30, 1989.

For General Employees Plan members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90, and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66. Disability benefits are available for vested members and are based on years of service and average high-five salary.

## Note 5: Defined Benefit Pensions Plans - Statewide (Continued)

### C. Contributions

Pension benefits are funded from member and employer contributions and income from the investment of fund assets. Rates for employer and employee contributions are set by Minn. Stat. ch. 353. These statutes are established and amended by the state legislature. General Employees Plan members were required to contribute 6.50 percent of their annual covered salary in 2025. The employer was required to contribute 7.50 percent of annual covered salary in 2025. Rates did not change from 2024.

The District's contributions for the General Employees Plan for the year ended December 31, 2025, were $113,777. The contributions are equal to the statutorily required contributions as set by state statute.

### D. Pension Costs

At December 31, 2025, the District reported a liability of $520,003 for its proportionate share of the General Employees Plan's net pension liability. The net pension liability was measured as of June 30, 2025, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on the District's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2024, through June 30, 2025, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2025, the District's proportion was 0.0157 percent. It was 0.0164 percent measured as of June 30, 2024. The District recognized pension expense of $17,128 for its proportionate share of the General Employees Plan's pension expense.

Legislation requires the State of Minnesota to contribute $16 million to the General Employees Plan annually until September 15, 2031. This contribution meets the definition of a special funding situation. The District recognized an additional $(988) as grant revenue and pension expense for its proportionate share of the State of Minnesota's pension expense related to the special funding situation.

**Employer's Share of the Net Pension Liability and the State's Related Liability**
**As of December 31, 2025**

| Total General Employees Plan Net Pension Liability Associated with the District | | Amount |
|---|---|---|
| The District's proportionate share of the net pension liability | $ | 520,003 |
| State of Minnesota's proportionate share of the net pension liability associated with the District | | 6,444 |
| Total | $ | 526,447 |

## Note 5: Defined Benefit Pensions Plans - Statewide (Continued)

The District reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**Deferred Outflows of Resources and Deferred Inflows of Resources**
**As of December 31, 2025**

| Individual Deferred Outflows of Resources and Deferred Inflows of Resources | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|---|---|
| Differences between expected and actual economic experience | $ 49,545 | $ - |
| Changes in actuarial assumptions | 12,529 | 119,651 |
| Difference between projected and actual investment earnings | - | 206,914 |
| Changes in proportion | 53,122 | 44,236 |
| Contributions paid to PERA subsequent to the measurement date | 59,022 | - |
| Total | $ 174,218 | $ 370,801 |

The $59,022 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2026. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

**Schedule of Amortization of Deferred Outflows and Inflows of Resources**
**As of December 31, 2025**

| Year Ended December 31 | Pension Expense Amount |
|---|---|
| 2026 | $ (54,472) |
| 2027 | (82,112) |
| 2028 | (82,059) |
| 2029 | (36,962) |

### E. Actuarial Assumptions

The total pension liability in the June 30, 2025, actuarial valuation was determined using the individual entry-age normal actuarial cost method and the following additional actuarial assumptions:

**Actuarial Assumptions for the Year Ended June 30, 2025**

| Actuarial Assumptions | General Employees Plan |
|---|---|
| Inflation | 2.25% per year |
| Active Member Payroll Growth | 3.00% per year |
| Investment Rate of Return | 7.00% |

## Note 5: Defined Benefit Pensions Plans - Statewide (Continued)

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors, and disabilitants were based on the Pub-2010 General Employee Mortality table for the General Employees Plan, with slight adjustments. Cost-of-living benefit increases for retirees are assumed to be 1.50 percent for the General Employees Plan. Actuarial assumptions used in the June 30, 2025, valuations were based on the results of actuarial experience studies. The experience study for the General Employees Plan was dated June 29, 2023. A review of inflation and investment assumptions dated June 29, 2023, was utilized.

The long-term expected rate of return on pension plan investments is 7.00 percent. The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness of the long-term expected rate of return on a regular basis using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages.

**Pension Plan Investment Target Allocation and Best Estimates of Geometric Real Rates of Return for Each Major Asset Class**

| Asset Class | Target Allocation | Long-Term Expected Real Rate of Return |
|---|---|---|
| Domestic equity | 33.50% | 5.10% |
| International equity | 16.50% | 5.30% |
| Fixed income | 25.00% | 0.75% |
| Private markets | 25.00% | 5.90% |

### F. Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent in 2025, which remains consistent with 2024. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the fiduciary net position of the General Employees Plan was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

### G. Changes in Actuarial Assumptions and Plan Provisions

The following changes in actuarial assumptions occurred in 2025:

- The combined service annuity loading factors increased from 15 percent to 19 percent for vested terminated members and from 3 percent to 44 percent for non-vested, terminated members.
- The assumed post-retirement benefit increase changed from 1.25 percent to 1.5 percent.
- The post-retirement benefit increase formula changed to 100 percent of the Social Security annual increase, between 1 percent and 1.75 percent, beginning January 1, 2026. If the funded ratio (on a market value of assets basis) is less than 85 percent for the last two consecutive annual valuations or is less than 80 percent in the most recent actuarial valuation, the maximum is reduced to 1.5 percent. Previously, the benefit increase was 50 percent of the Social Security annual increase, between 1 percent and 1.5 percent.
- The 1 percent additional employer contribution is eliminated when the plan reaches 98 percent funded status (on an actuarial value of assets basis); this contribution was previously scheduled to stop when the plan reached 100 percent funded status.

## Note 5: Defined Benefit Pensions Plans - Statewide (Continued)

### H. Pension Liability Sensitivity

The following presents the District's proportionate share of the net pension liability calculated using the discount rate previously disclosed, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate.

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate As of December 31, 2025**

| Change in Discount Rate | General Employees Plan Discount Rate | General Employees Plan Net Pension Liability |
|---|---|---|
| 1% Decrease | 6.00% | $ 1,263,006 |
| Current | 7.00% | 520,003 |
| 1% Increase | 8.00% | (82,739) |

### I. Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the internet at www.mnpera.org.

THIS PAGE IS LEFT

BLANK INTENTIONALLY

REQUIRED SUPPLEMENTARY INFORMATION

COON CREEK WATERSHED DISTRICT
HAM LAKE, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2025

# Coon Creek Watershed District
Ham Lake, Minnesota
Required Supplementary Information
Budgetary Comparison Schedule - General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balance -
Budget and Actual
For the Year Ended December 31, 2025

| | Budgeted Amounts Original and Final | Actual Amounts | Variance with Final Budget |
|---|---|---|---|
| Revenues | | | |
| Taxes | $ 6,189,240 | $ 6,148,785 | $ (40,455) |
| Intergovernmental | 2,566,549 | 848,757 | (1,717,792) |
| Charges for services | 298,423 | 189,634 | (108,789) |
| Interest on investments | 115,000 | 202,704 | 87,704 |
| Total Revenues | 9,169,212 | 7,389,880 | (1,779,332) |
| Expenditures | | | |
| Current | | | |
| Personal services | 2,414,928 | 2,183,112 | (231,816) |
| Supplies | 291,040 | 194,283 | (96,757) |
| Professional services | 4,274,144 | 2,393,138 | (1,881,006) |
| Programs | 1,951,949 | 659,082 | (1,292,867) |
| Other services and chages | 79,202 | 69,201 | (10,001) |
| Capital outlay | 198,174 | 118,020 | (80,154) |
| Total Expenditures | 9,209,437 | 5,616,836 | (3,592,601) |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | (40,225) | 1,773,044 | 1,813,269 |
| Other Financing Sources (Uses) | | | |
| Sale of capital assets | - | 3,000 | 3,000 |
| Net Change in Fund Balances | (40,225) | 1,776,044 | 1,816,269 |
| Fund Balances, January 1 | 3,064,009 | 3,064,009 | - |
| Fund Balances, December 31 | $ 3,023,784 | $ 4,840,053 | $ 1,816,269 |

The notes to the required supplementary information are an integral part of this schedule.

**Notes to the Required Supplemental Information - Budgetary Reporting**

**A. Budgetary Comparison Schedule**

The budgetary comparison schedule presents the comparison of the original and legally amended budget with actual amounts on a departmental level for the General fund. The departmental level budgets are adopted on a basis consistent with generally accepted accounting principles. The fund balance reports revenue in the period in which they become measurable and available.

**B. Summary of Significant Budget Variances**

The General fund revenues and expenditures varied significantly from final budget amounts as noted below:

Revenues

- Intergovernmental revenue came in under budgeted amounts due to timing of projects and reimbursements.
- Charges for services came in under budgeted amounts due to timing of projects and charges to partners.
- Interest on investments came in under budgeted amounts due to conservative budgeting based on market uncertainty.

Expenditures

- Expenditures were under budgeted amounts mostly due timing of project costs.

**C. Budgetary Compliance**

There were no budgetary compliance violations for the fiscal year ending December 31, 2025.

THIS PAGE IS LEFT

BLANK INTENTIONALLY

**Schedule of Employer's Proportionate Share of PERA Net Pension Liability - General Employees Retirement Fund**

| Measurement Date | Employer's Proportion of the Net Pension Liability/Asset (%) | Employer's Proportionate Share of the Net Pension Liability (Asset) (a) | State's Proportionate Share of the Net Pension Liability Associated with Coon Creek Watershed District (b) | Employer's Proportionate Share of the Net Pension Liability and the State's Related Share of the Net Pension Liability (Asset) (a + b) | Covered Payroll (c) | Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll (a/c) (%) | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (%) |
|---|---|---|---|---|---|---|---|
| 2025 | 0.0157 % | $ 520,003 | $ 6,444 | $ 526,447 | $ 1,421,160 | 36.59 % | 90.78 % |
| 2024 | 0.0164 | 606,296 | 22,675 | 628,971 | 1,336,133 | 45.38 | 86.70 |
| 2023 | 0.0145 | 810,824 | 100 | 810,924 | 1,154,587 | 70.23 | 83.10 |
| 2022 | 0.0151 | 1,195,925 | 5,239 | 1,201,164 | 1,127,560 | 106.06 | 76.70 |
| 2021 | 0.0146 | 621,656 | 18,984 | 640,640 | 897,388 | 69.27 | 87.00 |
| 2020 | 0.0111 | 663,406 | 20,457 | 683,863 | 788,977 | 84.08 | 79.00 |
| 2019 | 0.0099 | 544,711 | 1,268 | 545,979 | 697,144 | 78.13 | 80.20 |
| 2018 | 0.0089 | 495,193 | 3,788 | 498,981 | 600,013 | 82.53 | 79.50 |
| 2017 | 0.0087 | 553,115 | 6,955 | 560,070 | 558,148 | 99.10 | 75.90 |
| 2016 | 0.0077 | 627,526 | 2,444 | 629,970 | 479,601 | 130.84 | 68.90 |

*The measurement date for each year is June 30.*

**Schedule of Employer's PERA Contributions - General Employees Retirement Fund**

| Year Ending | Statutorily Required Contributions (a) | Actual Contributions in Relation to Statutorily Required Contributions (b) | Contribution (Deficiency) Excess (b - a) | Covered Payroll (c) | Actual Contributions as a Percentage of Covered Payroll (b/c) (%) |
|---|---|---|---|---|---|
| 2025 | $ 113,777 | $ 113,777 | $ - | $ 1,517,027 | 7.50 % |
| 2024 | 106,587 | 106,587 | - | 1,421,160 | 7.50 |
| 2023 | 91,027 | 91,027 | - | 1,213,694 | 7.50 |
| 2022 | 83,667 | 83,667 | - | 1,115,560 | 7.50 |
| 2021 | 79,615 | 79,615 | - | 1,061,529 | 7.50 |
| 2020 | 70,462 | 70,462 | - | 939,495 | 7.50 |
| 2019 | 53,968 | 53,968 | - | 719,574 | 7.50 |
| 2018 | 49,785 | 49,785 | - | 663,795 | 7.50 |
| 2017 | 42,034 | 42,034 | - | 560,455 | 7.50 |
| 2016 | 38,748 | 38,748 | - | 516,649 | 7.50 |

*The District's year-end is December 31.*

**Notes to the Required Supplementary Information - General Employee Retirement Fund**

Changes in Actuarial Assumptions

*2025*

- The combined service annuity loading factors increased from 15 percent to 19 percent for vested terminated members and from 3 percent to 44 percent for non-vested, terminated members.
- The assumed post-retirement benefit increase changed from 1.25 percent to 1.5 percent.
- The post-retirement benefit increase formula changed to 100 percent of the Social Security annual increase, between 1 percent and 1.75 percent, beginning January 1, 2026. If the funded ratio (on a market value of assets basis) is less than 85 percent for the last two consecutive annual valuations or is less than 80 percent in the most recent actuarial valuation, the maximum is reduced to 1.5 percent. Previously, the benefit increase was 50 percent of the Social Security annual increase, between 1 percent and 1.5 percent.
- The 1 percent additional employer contribution is eliminated when the plan reaches 98 percent funded status (on an actuarial value of assets basis); this contribution was previously scheduled to stop when the plan reached 100 percent funded status.

*2024*

- Rates of merit and seniority were adjusted, resulting in slightly higher rates.
- Assumed rates of retirement were adjusted as follows: increase the rate of assumed unreduced retirements, slight adjustments to Rule of 90 retirement rates, and slight adjustments to early retirement rates.
- Assumed rates of withdrawal were increased for both males and females.
- Assumed rates of disability were decreased.
- Slight adjustments were made to the use of the Pub-2010 General Mortality table as recommended in the most recent experience study.
- Minor changes to form of payment assumptions were applied for male and female retirees.
- Minor changes to assumptions were made with respect to missing participant data.
- The workers' compensation offset for disability benefits was eliminated.
- The actuarial equivalent factors were updated to reflect changes in assumptions.

**Notes to the Required Supplementary Information - General Employee Retirement Fund (Continued)**

*2023*

- The investment return assumption and single discount rate were changed from 6.50 percent to 7.00 percent.
- A one-time direct state aid contribution of $170.1 million occurred on October 1, 2023.
- The vesting period for those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- For Basic Plan members, a one-time, non-compounding benefit increase of 4.00 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024**.**
- For Coordinated Plan members, a one-time, non-compounding benefit increase of 2.50 percent, minus the actual 2024 adjustment, will be payable in a lump sum for calendar year 2024 by March 31, 2024.

*2022*

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

*2021*

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

*2020*

- The price inflation assumption was decreased from 2.50 percent to 2.25 percent.
- The payroll growth assumption was decreased from 3.25 percent to 3.00 percent.
- Assumed salary increase rates were changed as recommended in the June 30, 2019, experience study. The net effect is assumed rates that average 0.25 percent less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019, experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.
- Assumed rates of termination were changed as recommended in the June 30, 2019, experience study. The new rates are based on service and are generally lower than the previous rates for years two to five and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019, experience study. The change results in fewer predicted disability retirements for males and females.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Employee Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 Disabled Annuitant Mortality table to the Pub-2010 General/Teacher Disabled Retiree Mortality table, with adjustments.

**Notes to the Required Supplementary Information - General Employee Retirement Fund (Continued)**

- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100 percent Joint and Survivor option changed from 35 percent to 45 percent. The assumed number of married female new retirees electing the 100 percent Joint and Survivor option changed from 15 percent to 30 percent. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.
- Augmentation for current privatized members was reduced to 2.00 percent for the period July 1, 2020, through December 31, 2023, and 0.00 percent thereafter. Augmentation was eliminated for privatizations occurring after June 30, 2020.

*2019*

- The mortality projection scale was changed from Scale MP-2017 to Scale MP-2018.

*2018*

- The mortality projection scale was changed from Scale MP-2015 to Scale MP-2017.
- The assumed benefit increase rate was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter, to 1.25 percent per year.
- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Contribution stabilizer provisions were repealed.
- Post-retirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90 percent funding to 50 percent of the Social Security cost-of-living adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.
- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to the Rule of 90 retirees, disability benefit recipients, or survivors.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

**Notes to the Required Supplementary Information - General Employee Retirement Fund (Continued)**

*2017*

- The Combined Service Annuity (CSA) loads were changed from 0.80 percent for active members and 60 percent for vested and non-vested deferred members (30 percent for deferred Minneapolis Employees Retirement Fund members). The revised CSA loads are now 0.00 percent for active member liability, 15 percent for vested deferred member liability, and 3.00 percent for non-vested deferred member liability.

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year for all years to 1.00 percent per year through 2044 and 2.50 percent per year thereafter.

- Minneapolis Employees Retirement Fund plan provisions change the employer supplemental contribution to $21 million in calendar years 2017 and 2018 and returns to $31 million through calendar year 2031. The state's required contribution is $16 million in PERA's fiscal years 2018 and 2019 and returns to $6 million annually through calendar year 2031.

*2016*

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2035 and 2.50 percent per year thereafter, to 1.00 percent for all future years.

- The assumed investment rate was changed from 7.90 percent to 7.50 percent. The single discount rate was also changed from 7.90 percent to 7.50 percent.

- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed payroll growth and inflation were decreased by 0.25 percent. Payroll growth was reduced from 3.50 percent to 3.25 percent. Inflation was reduced from 2.75 percent to 2.50 percent.

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

**MEETING DATE**: July 13, 2026
**AGENDA NUMBER:** 11
**ITEM**: Bridgewater Filter Joint Powers Agreement

**FISCAL IMPACT:** $182,000
**POLICY IMPACT:** Policy

## REQUEST

Authorize execution of the Joint Powers Agreement with the City of Blaine, City of Coon Rapids, and Anoka County for implementation of the Bridgewater Biochar and Iron Enhanced Sand Filter Project.

## BACKGROUND

Ditch 39 is a tributary to Sand Creek, which was added to Minnesota's 303(d) list of impaired waters for aquatic life impairments in 2006 due to macroinvertebrate and fish bioassessments and for aquatic recreation impairments in 2016 due to elevated levels of Escherichia coli (E. coli) bacteria. Excess total phosphorus (TP), total suspended solids (TSS), altered hydrology, and poor habitat were identified as the primary stressors to Sand Creek's biota. Pollutant loading allocations were established for TSS, TP, and E. coli as part of the CCWD Total Maximum Daily Load (TMDL) study approved by the United Sates Environmental Protection Agency in 2016 with a target to achieve nutrient reduction goals by the year of 2045.

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

In 2024, the District was awarded a Clean Water Fund Projects and Practices grant administered by the Board of Water and Soil Resources (BWSR) in the amount of $625,000 for the Bridgewater Regional Biochar and Iron Enhanced Sand Filter project (Project).

At the June 17, 2024, annual Board tour the project was discussed.

At the September 14, 2025, Board meeting the Board approved the 2026 budget including the construction of the Project.

At the January 12, 2026, Board meeting the Board authorized execution of a Memorandum of Understanding with the City of Blaine to earmark Blaine's project funding commitment while the full Joint Powers Agreement (JPA) was developed.

## ISSUES/CONCERNS

**Joint Powers Agreement:** The attached JPA establishes the framework for implementation of the Project among the District, City of Blaine, City of Coon Rapids, and Anoka County. The JPA defines partner responsibilities for project funding, final design, bidding, construction, access, operations and maintenance, future non-routine repair and replacement, grant compliance, insurance, and long-term responsibilities for the 25-year effective life of the practice.

**Legal review:** The JPA has been reviewed and agreed upon by the District attorney and project partners. BWSR has also reviewed the JPA for grant consistency.

**Funding:** The estimated maximum total project cost is $1,182,000. Project funding includes a $625,000 Clean Water Fund grant, City of Blaine contribution up to $400,000, City of Coon Rapids contribution up to $95,000, Anoka County contribution up to $22,000, and District contribution up to $182,000.

**Project Schedule:** Following execution of the JPA, the Project will move into final design, bidding, and construction coordination. The current plan is to complete final design by the end of 2026, with construction anticipated in 2027 and completion by fall 2027.

**Public communication:** A dedicated project webpage has been created and hosted on the District website to provide project background and updates. As the Project moves into final design and construction, the District will continue to communicate with project partners, adjacent property owners, and the public so they are aware of the Project and have an opportunity to provide feedback.

**Operations & Maintenance:** The Project will be constructed on public land within the City of Coon Rapids. Following construction, Coon Rapids will be responsible for routine operation and maintenance of the completed practice. The District will continue to provide technical assistance, monitoring, grant coordination, and project oversight as identified in the JPA. Future non-routine repair or replacement costs will be shared by the project partners according to the allocation established in the JPA.

## OPTIONS

1. Approve the attached Joint Powers Agreement and authorize execution by the Board President.
2. Table action until the next meeting with statement of reason and need.
3. Decline to authorize execution and provide direction to staff.

## RECOMMENDATION

Approve the attached Joint Powers Agreement and authorize execution by the Board President.

**JOINT POWERS AGREEMENT**
**FOR THE IMPLEMENTATION OF**
**THE BRIDGEWATER BIOCHAR AND IRON ENHANCED SAND FILTER PROJECT**

This Agreement is made and entered into as of the date of the last signature by and among the Coon Creek Watershed District, a metropolitan watershed district and political subdivision of the State of Minnesota, hereinafter referred to as the "District", the City of Blaine, a Minnesota municipal corporation, the City of Coon Rapids, a Minnesota municipal corporation, and Anoka County, a political subdivision of the State of Minnesota, hereinafter referred to collectively as the "Participating Parties".

**WITNESSETH**

WHEREAS, Sand Creek is listed by the State of Minnesota as an impaired water for aquatic life and aquatic recreation and is subject to water quality restoration requirements under state and federal law; and

WHEREAS, Anoka County Ditch 39 is a tributary to Sand Creek and contributes pollutant loading to Sand Creek and other downstream receiving waters, as identified through watershed planning and applicable Total Maximum Daily Load (TMDL) studies; and

WHEREAS, The District and Participating Parties share a common interest in reducing pollutant loading from Anoka County Ditch 39 to improve water quality in Sand Creek and downstream receiving waters located within the Coon Creek Watershed District and the Cities of Blaine, Coon Rapids and Anoka County; and

WHEREAS, The District, in partnership with the Participating Parties, assessed the Anoka County Ditch 39 Subwatershed and identified the Bridgewater Biochar and Iron Enhanced Sand Filter project ("Project"), a regional stormwater filtration project on public land, as the most feasible and cost-effective strategy to reduce total suspended solids, total phosphorus, and *E. coli* from Anoka County Ditch 39 to Sand Creek and downstream receiving waters; and

WHEREAS, the District and Participating Parties acknowledge that the Project spans multiple jurisdictions and that its physical location, contributing drainage area, operational responsibilities, and funding participation vary among the Parties, and that each Party's participation reflects a negotiated balance of benefit, burden, and cooperation; and

WHEREAS, The District has been awarded partial State grant funding through a Clean Water Fund grant, subject to applicable grant requirements, to support construction of the Project; and

WHEREAS, the Participating Parties agree to participate in the Project, including by contributing funding and cooperating with the District in the construction, implementation, and post-construction maintenance of the Project, as set forth in this Agreement; and

WHEREAS, Minnesota Statutes section 471.59 authorizes political subdivisions of the State of Minnesota to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED AS FOLLOWS:

## I. PURPOSE

The Participating Parties agree that the District, acting as the Implementation Lead, shall undertake the planning, design, and construction of the Project to reduce total suspended solids, total phosphorus and *E. coli* loading from Anoka County Ditch 39 to downstream Sand Creek, Coon Creek, and the Mississippi River. The Project is generally located in the vicinity of the intersection of University Avenue and 115th Avenue and includes improvements within the Cities of Blaine and Coon Rapids, including improvements located on City of Coon Rapids owned property, and improvements within Anoka County, including portions of County owned right-of-way. The full extent and alignment of the Project are illustrated in **Exhibit A**. All exhibits referenced and/or attached to this Agreement are incorporated and made part of the Agreement.

## II. DEFINITIONS

A. Implementation Phase - Means the planning, design, permitting, bidding, construction, construction administration, and grant administration associated with the initial implementation of the Project, ending upon final acceptance of construction.

B. Implementation Lead - Means the District, acting solely during the Implementation Phase.

C. Routine Operations and Maintenance (Routine O&M) - Means inspections, monitoring, vegetation management, debris or sediment removal, media tilling, and other minor upkeep activities consistent with the Operations and Maintenance Plan attached as **Exhibit B**, and expressly excludes capital repair, rehabilitation, or replacement.

D. Non-Routine Repair or Replacement - Means capital scale work, structural rehabilitation, media replacement, or reconstruction beyond Routine O&M.

## III. METHODS

A. Implementation Phase

The District, in consultation with the Participating Parties, shall provide for the planning, engineering, construction, and construction administration for the Project. The District, as the Implementation Lead, shall coordinate and ensure that required federal, state, and local permits for the completion of this Project are obtained.

B. Design

The District shall be responsible for all engineering and design services and will prepare plans and specifications for the Project in consultation with the Participating Parties. The District shall not solicit bids until the Participating Parties have approved, in writing, the plans and specifications for the Project. A conceptual plan developed by the District Engineer is attached as **Exhibit A**. If the District retains any Consultants in the design and/or permitting process, the District's contracts with such Consultant(s) must include language that Consultant is solely responsible for failures or omissions in the permitting, approval, and/or monitoring of work to the extent those activities are required by the Contract but only to the extent caused by the negligence of the Consultant. Consultant shall further indemnify (but not defend) the District and the Participating Parties to this Agreement against any damages, enforcement actions, environmental damages, or any other charges arising from non-compliance with federal or state grant restrictions, permit activities, negligence and/or omissions related to this Project but only to the extent caused by Consultant's negligence.

C. Bidding/Construction

The District shall do the calling for all bids and the accepting of all bid proposals, and shall cause the construction of the Project in conformance with the approved plans and specifications. The award of the bid to the lowest responsible bidder shall be made by the District after consultation with the Participating Parties. After receipt of all necessary governmental approvals, the District shall cause the commencement of the Project's construction and shall manage the Project through to completion. Regarding site visits, meetings, inspections, monitoring reports, or other relevant activities, the District will make all Project reports and data available to the Participating Parties upon request.

D. Change Orders

The District may approve construction change orders that are consistent with the Project purpose and within the maximum contribution amounts established herein. Any change order that would require an increase in a Party's maximum contribution shall require a written amendment to this Agreement.

## IV. CONTRACTS AND PURCHASES

The District, acting as the Implementation Lead, shall procure and administer contracts necessary to implement the project in accordance with applicable laws. The District shall ensure that the Project-related construction contracts include the insurance and indemnification requirements consistent with this Agreement and as set forth in **Exhibit C**.

## V. CONSTRUCTION COST ALLOCATION

A. The total estimated cost of completing the Project is $1,182,000. Final Project costs may differ from this estimate.
B. The District has received a Clean Water Fund Competitive grant administered by the Minnesota Board of Water and Soil Resources in the amount of $625,000 which shall be applied toward eligible Project construction costs.
C. The District shall contribute up to $40,000 for construction costs.
D. The City of Blaine shall contribute up to $400,000 for construction costs.
E. The City of Coon Rapids shall contribute up to $95,000 for construction costs.
F. Anoka County shall contribute up to $22,000 for construction costs.

G. The District shall be responsible for engineering, design, and construction administration for the Project and shall contribute up to $142,000 toward such costs. These costs are separate from and in addition to the construction cost contributions identified above, but will still be considered and included in the District's total maximum contribution amount under subparagraph (I) below.

H. The District and Participating Parties may incur internal staff time and administrative costs related to Project coordination, review, and participation which are not included in the identified construction cost allocations or maximum contribution amounts, unless otherwise agreed in writing.

I. The maximum contribution amounts identified in this Section represent each Party's total financial obligation for Project construction costs under this Agreement. No Party shall be required to contribute additional funds for Project construction costs beyond these amounts, unless otherwise agreed in writing by all Parties.

J. In the event that final Project construction costs are less than the total construction funding available under this Agreement, reimbursements to the Participating Parties shall be reduced proportionally based on each Party's maximum construction cost contribution identified in this Section, unless otherwise agreed in writing by the Parties.

## VI. PAYMENT AND REIMBURSEMENT

The District shall administer construction payments. Reimbursement by the Participating Parties shall occur based on construction cost incurred, inclusive of approved change orders. Reimbursement requests may be issued when cumulative construction costs reach 25%, 50%, 75%, and final completion of the awarded construction contract, or at such other intervals as may be mutually agreed to by all Parties to manage project financial administration. Participating Parties shall remit payment within thirty (30) days of receipt of a reimbursement request with accompanying documentation. Nothing in this Agreement shall require the District to advance funds beyond its proportional share of the project.

## VII. SITE ACCESS

The Participating Parties agree to grant the District and its contractors and agents access to the portions of the Project site on Participating Parties owned land for Project construction and future inspection, monitoring, operations and maintenance. The Participating Parties agree that the District may install interpretative signage at the Project site to educate visitors on water quality and best management practices.

## VIII. POST-CONSTRUCTION OPERATIONS AND MAINTENANCE

The City of Coon Rapids shall assume responsibility and cost for routine post-construction operations and maintenance of the Project located on City owned property in accordance with the Operations and Maintenance Plan attached as **Exhibit B**. The District shall provide ongoing technical assistance, monitoring, inspection, and coordination in support of routine post-construction operations and maintenance. Costs associated with non-routine repair or replacement necessary to maintain the functional integrity of the Project shall be shared by the District and Participating Parties using the same proportional percentages identified in **Exhibit D,** unless otherwise amended in writing.

## IX. TERM / TERMINATION

This Agreement shall continue in full force and effect through completion of the Project, with post-construction operations, maintenance, access, and cost-sharing provisions remaining in effect for not less than twenty-five (25) years following final acceptance and placement of the Project into service, on the condition that the public improvements resulting from this Project remain in place for the duration of that time frame. Notwithstanding the foregoing, in no event shall this Agreement remain in effect beyond December 31, 2053, unless amended in writing.

## X. STRICT ACCOUNTABILITY

The District shall maintain a strict accounting of all Project funds. Upon request, the District shall provide the Participating Parties with reports of Project related receipts and disbursements, including documentation of contractor pay applications and payments approved in accordance with this Agreement.

## XI. NONCOMPLIANCE

In the event the Bridgewater Biochar and Iron Enhanced Sand Filter Project best management practice fails to be maintained during its effective life as required under the subject Clean Water Fund Grant requirements, the District may be liable to the State of Minnesota for the amount up to 100% of the amount of financial assistance received to install and establish the stormwater treatment Best Management Practice constructed under this Project unless the failure was caused by reasons beyond the District's control, or if conservation practices are applied at the District's expense that provide equivalent protection of the soil and water resources.

## XII. NOTICE

Any Notice, request, or other communication required or permitted by this Agreement shall be in writing and addressed to each Party at the addresses set forth in **Exhibit E**. Notices by Email are acceptable under this Agreement so long as the recipient has expressly confirmed receipt of such email.

## XIII. INDEMNIFICATION

The Participating Parties to this Agreement shall be responsible and liable for the acts or omissions of its own officers, employees, or agents, and the results thereof, to the extent authorized by law, and shall not be responsible for the acts or omissions of any other Party, or that Party's officers, employees, or agents. To the extent permitted by law, each Participating Party agrees to defend, indemnify, and hold harmless the other Parties from and against any claims, losses, costs, expenses, or damages arising out of or resulting from its own acts or omissions in connection with activities conducted under this Agreement. The provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws shall govern and control the liability of the Parties. Nothing in this Agreement is intended to expand, modify, or waive the rights, defenses, obligations, or limitations of liability available to any Party under such laws. In the event of any claim or action filed against any Party, nothing in this Agreement shall be construed to allow a claimant to obtain separate judgments or separate liability caps from the individual Parties for the same occurrence

## XIV. ENTIRE AGREEMENT / REQUIREMENT OF WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

## XV. GOVERNMENT DATA PRACTICES

The District and Participating Parties will comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, as it applies to all data created, collected, received, stored, used, maintained or disseminated by the District or the Participating Parties under this Agreement.

*(Signature pages follow)*

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COON CREEK WATERSHED DISTRICT

By: _____
President, Board of Managers

Date: _____

And By: _____
District Administrator

Date: _____

CITY OF BLAINE

By: _____
Mayor

Date: _____

And by: _____
City Manager

Date: _____

CITY OF COON RAPIDS

By: _____
Mayor

Date: _____

And by: _____
City Manager

Date: _____

ANOKA COUNTY

By: _____
Scott Schulte, Chair
Anoka County Board of Commissioners

Date: _____

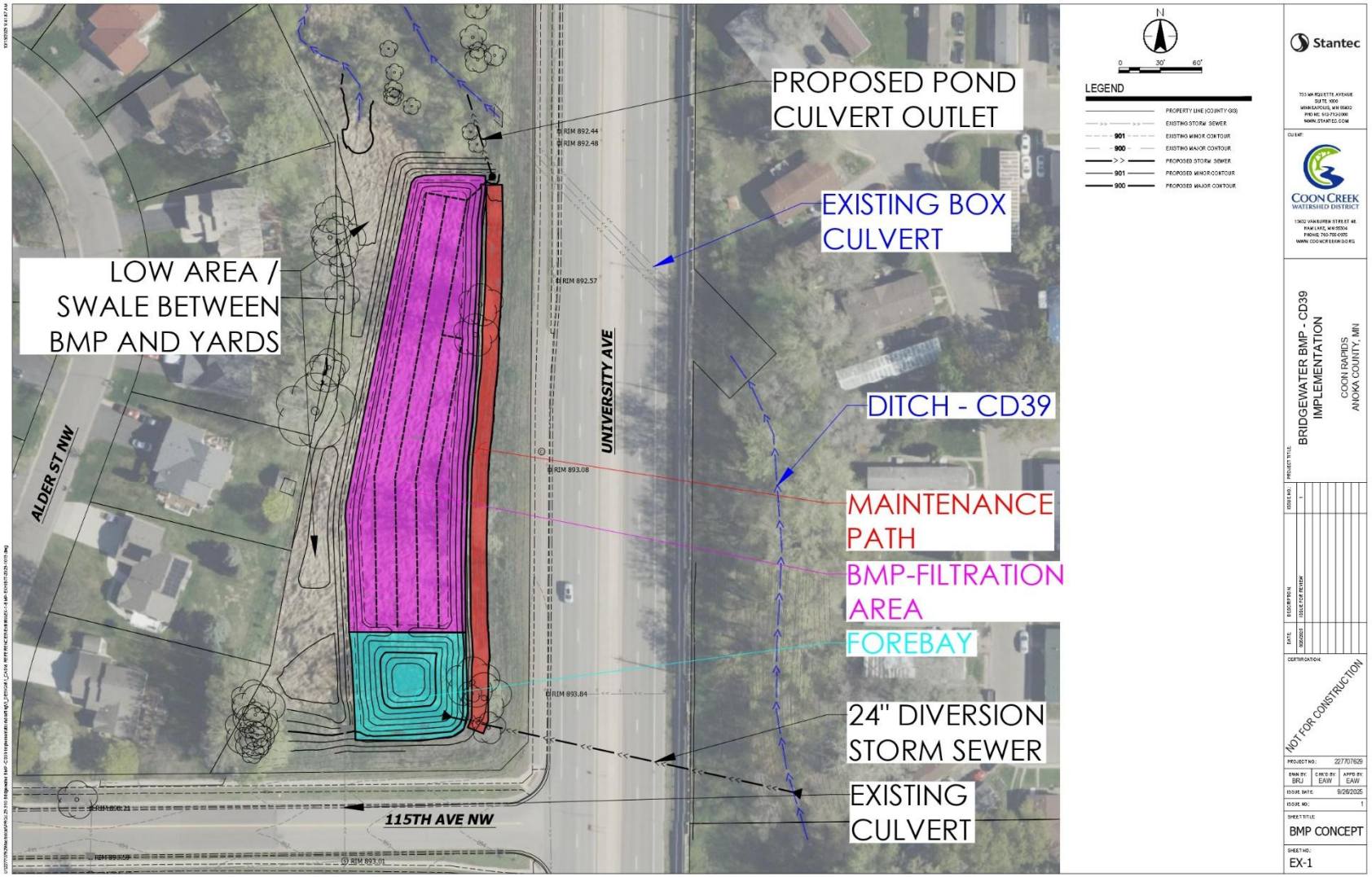
By: _____
Jim Dickinson
Anoka County Administrator

Date: _____

Reviewed by:

_____
Christine Carney
Assistant Anoka County Attorney

**Exhibit A** Concept Plan



# Exhibit B
# Bridgewater Biochar and Iron-Enhanced Sand Filter
# BMP Operations and Maintenance Plan

The intent of this plan is to ensure the long-term efficacy of the Bridgewater Iron-enhanced Sand Filter (IESF). This effort will involve all of the project partners, including the Coon Creek Watershed District (District), and the City of Coon Rapids (City), with the goal of maximizing and sustaining the effectiveness of this practice. This plan was developed based on maintenance plans for similar stormwater treatment systems and from conversations with stormwater professionals who have worked directly with IESFs in the field and laboratory. As this is an emerging technology, there is no long-term data to judge maintenance needs or horizons over the project's lifetime with certainty. This plan will need to be updated as more information is gained concerning these practices.

Operations and Maintenance needs of this practice are summarized in this document within two categories:

1) Inspections and maintenance
2) Performance monitoring

The frequency of these actions will be determined based on project goals and resources of the project partners.

## Inspections and Maintenance

Following installation, on-site inspections of the project should be performed to ensure the practice is operating at design capacity. The City of Coon Rapids will be responsible for routine inspection and maintenance. The District may assist with routine inspection and maintenance and provide guidance and technical assistance as needed. Non-routine Repair or Replacement will be coordinated jointly and financed by the terms of the project agreement. Specific items to look for during each inspection are summarized on the inspection form, included on pages 3 and 4 of this document. Inspections should occur as often as needed but minimally will be conducted monthly for the first treatment season and then seasonally (spring, mid-summer, fall) thereafter. Inspections should occur recently after storm events such that filter appearance, drawdown, and overall function can be assessed within a single visit. It is recommended that inspections and monitoring be coordinated jointly for at least the first treatment season to ensure all parties are familiar and comfortable with the filter operation and their individual role. The length of time between the end of rainfall and the inspection should also range to ensure drawdown time is being properly assessed. Prior to entering the field, the inspector should know the length of time and amount of the most recent rainfall in the area and enter these values into the inspection sheet.

Summarized below are other important notes for visual inspections:

1) The IESF should be inspected for:
   a) Media - a hard crust at the surface that appears impermeable or does not break apart easily should be broken apart by scraping/tilling or removed and replaced with media
   b) Media - a gray muck or clay-like build-up (may feel slimy to the touch) should be removed. Removal may result in loss of media which should be replaced.
   c) Media - sediment and/or organic debris accumulation on the top of the IESF in a manner that inhibits infiltration through the IESF. (note: If the rate of sediment and organic matter accumulation on the IESF increases, it may indicate that the capacity of the pond to settle and store solids is compromised).
   d) Media – hard encrusted gray or black layers deeper in the media
   e) Liner - evidence of leakage that will need to occur through indirect methods such as (1) observing discharge from the IESF outlet during periods without inflow, which may indicate unintended leakage, and/or (2) comparing measured inflow and outflow volumes to identify discrepancies that could suggest liner leakage. Minor differences between inflow and outflow volumes can result from operational variability and do not necessarily indicate a defect requiring corrective action. Further investigation or remediation should be considered if monitoring suggests that suspected liner leakage: (1) materially interferes with the measurement or monitoring of IESF discharge, (2) compromises the treatment performance or intended function of the IESF, or (3) results in uncontrolled discharge or bypass that cannot be reasonably managed through operational adjustments.
   f) Forebay – Evidence of sedimentation reducing the volume by 50% or approximate 2-foot average sediment depth.

g) Inlet and outlet Culvert – Cracking, pipe separation, significant settling, and sedimentation/infill. Significant undercutting undermining structural integrity of FES or sedimentation reducing flow

If any of the conditions in:

- 1(a-d) are noted, it should be remedied immediately, as it can adversely affect filtration rates.
- 1(a-c) are noted, remove accumulation and loosen the surface layer of the media with a rigid tined rake.
- 1(d) are present, these aggregates have been known to limit flow through IESF systems and can significantly reduce performance. If these are found, a thorough tilling of the filter media or even replacement of the entire filter media may be necessary as this is often evidence of either (i) poor iron-sand mixing prior to installation or (ii) development of a confining layer.
- 1(e) reveal that liner leakage exceeds acceptable thresholds or adversely affects system performance as determined by the engineer, the District, in coordination with project partners, assess appropriate corrective actions. These may include targeted investigation, localized repair where feasible, operational modifications, or, if necessary, partial or full removal of filter media to access and repair the liner. The extent and timing of corrective actions will depend on the severity of the issue, feasibility of repair, and the IESF's ongoing ability to achieve its water quality objectives.
- 1(f) are found, sediment should be removed to proposed conditions and sedimentation rate should be determined to establish a return maintenance period.
- 1(g) are found, photo evidence, applicable measurements, approximate extents of the issue should be identified.

## Performance Monitoring

BMP effectiveness in reducing phosphorus and *E. coli* export to CD-39 and Sand Creek is best determined through analysis of water quality samples. The District will be responsible for coordinating monitoring. The frequency of sampling should occur often enough to adequately determine that the filter is operating as designed. It is recommended that high resolution monitoring is performed within the first three years to test for *E. coli* removal, phosphorus retention, or potential phosphorus and/or iron leaching from the IESF. This could include monitoring at least once per month in the first three years and bi-monthly monitoring for years 4-5 and every five years thereafter. Monitoring frequency should be adjusted to adequately determine the efficacy of maintenance actions, such as skimming a top layer to improve infiltration or replacing filter media.

Water quality samples should be taken from both the inlet to the IESF (i.e. Pipe diversion outlet) and from the IESF outlet (i.e. BMP outlet to creek) to determine water chemistry changes within the practice. Key constituents to measure include *E. coli*, total phosphorus (TP), and dissolved phosphorus (ortho P; OP). Dissolved oxygen and pH should be measured if P leaching is observed. MPCA guidelines for sample preparation and analysis should be followed for all samples acquired.

If multiple P measurements taken at the IESF outlet exceed baseline concentrations from the first 2 years and/or exceed water quality standards, phosphorus binding sites within the filter media may have been exhausted. If this occurs, samples of the sand-iron media should be collected and analyzed to determine the ratio between TP and total iron. TP to total iron ratios that exceed 5 mg-TP per 1 g of elemental iron indicate that phosphorus binding sites have reached capacity and that the filter media should be replaced.

While paired grab samples of *E. coli* and P concentrations from the filter inflow and effluent will provide information on bacteria and nutrient removal efficacy, hydrologic analysis is needed to estimate the annual load reductions to CD-39 and Sand Creek and to identify changes in the media infiltration rates. The easiest method to gather these data is with a battery-operated transducer or other water level monitoring device left in the field continuously at the outlet draintile and the inlet storm pipe.

**NOTE: The majority of iron filings used in the IESF are small and harmless. However, it is possible that some iron filings may be sharp and/or abrasive. Maintenance staff should take appropriate precautions when working with the media.**

## Bridgewater IESF Inspection Form

**Date of Inspection:**_____
**Inspector's name(s):**_____
**Time since last rainfall (hr):**_____
**Quantity of last rainfall (in):**_____
**Were monitoring samples taken as part of the inspection (Yes or No):**_____
**If Yes, how many samples taken:**_____
**Which constituents will be analyzed:**_____
**Date of sample analysis:**_____
**Is there water above the filter bed (Yes or No):**_____
**Is water exiting the practice outfall (Yes or No):**_____
**If Yes, does effluent water have any special characteristics (iron color, odor, slow discharge, etc.):**
_____

| Maintenance Item | S | U | Comments/Actions Required |
|---|---|---|---|
| **1. Debris Cleanout** | | | |
| Filter area clear of trash and debris | ☐ | ☐ | |
| Control structure clear of trash and debris | ☐ | ☐ | |
| **2. Vegetation** | | | |
| Deep-rooted vegetation removed from on and around the filter bed | ☐ | ☐ | |
| **3. Sediment Deposition** | | | |
| Evidence of sediment deposition on filter bed | ☐ | ☐ | |
| **4. Sand media** | | | |
| Condition of media *(evidence of discoloring, clumping, clogging)* | ☐ | ☐ | |
| **5. Outlet / Inlet Condition (visual inspection unless televising is determined necessary)** | | | |
| Condition of outlet control structure from IESF *(evidence of blowout, clogging, large deposition of sediment)* | ☐ | ☐ | |
| Condition of inlet from the pipe diversion outlet *(evidence of sloughing, leakage)* | ☐ | ☐ | |
| **6. Cleanout Riser Condition** | | | |
| Condition of cleanout risers (*6 total*) | ☐ | ☐ | |
| **7. Dewatering** | | | |
| Evidence of leakage from creek to IESF | ☐ | ☐ | |
| Evidence (staining, standing water, departure from normal operation) of filter clogging *(if yes, see notes on page 1 for corrective actions)* | ☐ | ☐ | |
| **8. Structural Integrity** | | | |
| Condition of embankment *(evidence of leaks, holes, slope failures, woody vegetation)* | ☐ | ☐ | |
| Evidence of structural damage *(leaks, cracks, etc)* | ☐ | ☐ | |
| **9. Overall IESF functionality** | | | |
| Evidence of odors *(gasoline, oil, rot, etc.)* | ☐ | ☐ | |
| Evidence of flow bypass | ☐ | ☐ | |
| **10. Overall Forebay functionality** | | | |
| Sediment deposition in the pond that threatens IESF performance | ☐ | ☐ | |
| **11. Miscellaneous Items: _____** | | | |

**S=Satisfactory U-Unsatisfactory**

*Source: Gulliver, J.S., A.J. Erickson, and P.T. Weiss (editors). 2010. *"Stormwater Treatment: Assessment and Maintenance.* University of Minnesota, St. Anthony Falls Laboratory. Minneapolis, MN. https://stormwaterbook.safl.umn.edu/

**Maintenance actions taken: [If any of the above items were marked unsatisfactory, explain the actions taken and time table for correction. Attach additional pages as necessary.]**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

**Additional comments:**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

# EXHIBIT C
## CONSTRUCTION CONTRACT INDEMIFICATION AND INSURANCE REQUIREMENTS

### 1. Required Contractor Indemnification

The Contractor shall, to the greatest extent permitted by law, hold harmless, indemnify, and defend the Coon Creek Watershed District, the City of Blaine, the City of Coon Rapids, the County of Anoka, and their respective Board members, Council members, Commission, officers, directors, agents and employees against any and all claims, expenses, losses, damages or lawsuits for damages (including attorney's fees) arising from or related to the negligent provision, or failure to provide, services hereunder. including any claims by third parties related to the equipment or services supplied by the Contractor. For purposes of these requirements the Coon Creek Watershed District is referred to as **"District"** and the City of Coon Rapids, City of Blaine, and Anoka County are referred to collectively as the **"Participating Parties".**

### 2. Required Contractor Insurance

The District and Participating Parties agree that the following insurance provisions will apply to any Contractor(s) retained by the District to perform construction and implementation of the Project.

The Contractor will obtain and maintain at its expense for the duration of the Contract the following insurance:

**2.1** **Commercial General Liability and Umbrella Liability Insurance.** Contractors will maintain Commercial General Liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $2,000,000 each occurrence and $2,000,000 aggregate.

**2.2** CGL Insurance will be written on ISO occurrence form CG 00 01 96 (or a substitute form providing equivalent coverage), and will cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

**2.3** Additional Insured. The District and Participating Parties, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, and all its officers, agents, and consultants, shall be named individually as Additional Insured under the CGL, using ISO additional insured endorsement CG 20 10 10 01 and CG 20 37 10 01 or substitute providing equivalent coverage, and under the commercial umbrella, if any with respect to liability arising out of the Contractor's work and services performed for the District. This coverage shall be primary to the Additional Insured.

**2.4** The insurance of the District and Participating Parties will be excess of the Contractor's insurance and will not contribute to it. The Contractor's coverage will contain no special limitations on the scope of protection afforded to the District or Participating Parties, including their agents, officers, directors, and employees.

**2.5** Coverage as required in paragraph in 2.1 above will include Per-Project General Aggregate Limit, using ISO form CG 25 03 (or a substitute form providing equivalent coverage).

**2.6** Waiver of Subrogation. Contractor waives all rights against District and Participating Parties and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Commercial General Liability or commercial umbrella liability insurance obtained by Contractor pursuant to Paragraph 2.1

**2.7** **Automobile Liability and Umbrella Liability Insurance.** Contractor will maintain automobile liability and, if necessary, commercial umbrella insurance with a limit of not less than $2,000,000 each accident.

**2.8** Automobile insurance will cover liability arising out of any auto (including owned, hired and non-owned autos). If the Contractor does not own any vehicles, the District and Participating Parties will accept hired and non-owned autos with a letter from the Contractor stating that it does not own any autos.

**2.9** Coverage as required in paragraph in 2.7 above will be written on ISO form CA 00 01, or substitute form providing equivalent liability coverage. If necessary, the policy will be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later edition of CA 00 01.

**2.10** Waiver of Subrogation. Contractor waives all rights against the District and Participating Parties and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by Contractor pursuant to Paragraph 2.7 of this Exhibit.

**2.11** **Workers' Compensation Insurance.** Contractor will maintain Workers' Compensation Insurance as required by the State of Minnesota and Employers Liability Insurance with a limits not less than $500,000 Bodily Injury By Accident for each accident, not less than $500,000 Bodily Injury By Disease each employee and not less than $500,000 Bodily Injury By Disease policy limit. If Contractor is not required by State Statute to carry Workers' Compensation insurance, Contractor must provide the following.

A. A letter on their letterhead which includes:

B. Evidence why the Contractor is not required to obtain Workers' Compensation Insurance.

C. A statement in writing which agrees to provide notice to the Parties of any change in Contractor's exception status under Minnesota State Statutes section 176.041; and

D. A statement which agrees to hold the District and all Participating Parties harmless and indemnify the County from and against any and all claims and losses brought by Contractor or any subcontractor or other persons claiming injury or illness resulting from performance of work this contract.

**2.12** Waiver of Subrogation. Contractor waives all rights against the District and Participating Parties and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to Paragraph 2.11 of this Exhibit. Contractor will obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

**2.13** Fire/Hazard Insurance: The Contractor shall carry full insurance against loss by fire and wind damage upon all material in place or stored at the site for installation. This provision does not exclude material partially paid for by the Owner. This insurance shall be for the full insurable value of the material and shall be kept in full force until final acceptance and payment of the work by the Owner. If any section of the work entails special hazards the Contractor shall provide riders to the Public Liability and Property Damage Insurance to provide protection from these special hazards.

**2.14 Other Insurance Provisions**

**2.15** Cancellation and Material Change Endorsement shall be included on all insurance policies required by the District. Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to the District at the office and attention of the Certificate Holder. This endorsement supersedes the Standard Cancellation Statement on Certifications of Insurance to which this endorsement is attached.

**2.16** No Representation of Coverage Adequacy. By requiring insurance herein, the District and Participating Parties do not represent that coverage and limits will necessarily be adequate to protect the Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to the District or any Participating Party under the Contract.

**2.17** Failure of the District or any Participating Party to demand such certification or other evidence of full compliance with these insurance requirements or failure of the District or any Participating Party to identify deficiency from evidence that is provided will not be construed as a waiver of Contractor's obligation to maintain such insurance.

**2.18** Cross-Liability coverage. If Contractor's liability does not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**2.19** Any policy written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy proceeds the effective dates of this contract; and that continuous coverage will be maintained or extended discovery period of 2 years beginning from the time that work under the contract is completed.

**2.20** Acceptability of Insurer(s). District and Participating Parties reserve the right to reject any insurance carriers that are rated less than: A.M. Best rating of A: IV.

**Exhibit D -** O & M Project Contribution Breakdown

The percentages below are to be used for allocation of future shared costs for post-construction Operations and Maintenance, as provided for in Section VIII. of this Agreement and Exhibit B..

| **Parties** | **Contribution** |
|---|---|
| City of Blaine | 72% |
| Coon Creek Watershed District | 7% |
| City of Coon Rapids | 17% |
| Anoka County | 4% |
| **Total** | **100%** |

**Exhibit E - Notices**

Coon Creek Watershed District
Attn: District Administrator
13632 Van Buren St NE
Ham Lake, MN 55304
Email: info@cooncreekwd.org

City of Blaine
Attn: City Manager
10801 Town Square Drive NE
Blaine, Minnesota 55449

City of Coon Rapids
Attn: City Manager
11155 Robinson Drive NW
Coon Rapids, Minnesota 55433

Anoka County
Attn: County Administrator
2100 3rd Avenue, Ste 700
Anoka, MN 55303
Email: jim.dickinson@anokacountymn.gov

COON CREEK WATERSHED DISTRICT

# Permit Application Review Report
# Date: 7/8/2026

## Board Meeting Date: 7/13/2026
## Agenda Item: 12

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

**Project Name:** Blaine Town Center Redevelopment West Side Private

**Project PAN:** P-26-032

**Project Purpose:** construction of a parking area and stormwater treatment features

**Project Location:** Between 105th and 109th, East of NSC and west of Radisson Road NE, Blaine

**Site Size:** size of parcel - 83.0 acres; size of disturbed area - 21.7 acres; size of regulated impervious surface - 11.29 acres

**Applicable District Rule(s):** Rule 2, Rule 3, Rule 4, Rule 6

---

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

---

**Description:** The applicant is proposing the construction of a new parking lot and stormwater treatment features which will treat this project as well as additional impervious from P26-038 and P26-037. The project will disturb 21.7 acres and create 11.29 acres of regulated impervious. The proposed ponds will treat a total of 16.4 acres of regulated impervious. The area drains to County Ditch 44. The relevant water resource concerns are stormwater management, soils and erosion control and floodplain which correspond to District Rules 3, 4, and 6. 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 $80,000.00 and execute a signed escrow agreement.
2. Provide an additional review fee of $900. (See Fees and Escrows section)

Rule 3.0 – Stormwater Management

3. 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

4. Provide details for temporary and permanent stabilization techniques.
5. Show energy dissipation at all pipe outlets on plans.

**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 post construction infiltration test(s) on Biofiltration Basins 6 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.

**Exhibits:**

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|---|---|---|---|
| MIDS | Loucks | undated | 06/11/2026 |
| MIDS Concourse | Loucks | undated | 06/26/2026 |
| Volumes Tables | Loucks | undated | 05/20/2026 |
| Response to Comments - Stadium | Loucks | 06/19/2026 | 06/26/2026 |
| Stormwater Management Plan | Loucks | 06/10/2026 | 06/11/2026 |
| Updated grading sheets | Loucks | 06/25/2026 | 06/26/2026 |
| Construction Plans | Loucks | 06/09/2026 | 06/11/2026 |

# Findings

**Fees and Escrows (Rule 2.7):**
The applicant has submitted a $5,500 review and inspection fee and deposit. Required fee associated with the following rules (Rule 3.0 ($3,000), Rule 4.0 ($3,000 for 21.7 acres of land disturbance proposed) and Rule 6.0 ($300 for floodplain impact) is $6,400.00.

The applicant will be required to submit a performance escrow in the amount of $80,000.00. This corresponds to $4,000/acre of disturbance (21.7 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 D. Curve Numbers have been shifted down a 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 |
| West Ditch | 50.83 | 42.06 | 87.93 | 82.54 | 204.85 | 124.74 |
| 105th | 25.78 | 5.38 | 43.59 | 17.09 | 127.6 | 60.29 |

**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 712,884 $ft^2$. This impervious amount includes impervious from the new stadium.

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

| Drainage Area | Impervious required to be treated ($ft^2$) | Proposed SMP | TP Removal Factor | Required Water Quality Volume ($ft^3$) | Water Quality Volume Provided ($ft^3$) |
|---|---|---|---|---|---|
| Biofiltration Basin 2 (18A-P) | 0 | Biofiltration Basin 2 (N18B) | 0.65 | 0 | 307 |
| Pond 2 (17A-P, 17B-P, N300) | 55,828 | Pond 2 (N17P) | 0.5 | 10,235 | 15,018 |
| Biofiltration Basin 6 (16A-P) | 54,798 | Biofiltration Basin 6 (PB2) | 0.65 | 7,728 | 5,894 |
| Pond 6 (MW1Sa, 15A-P, 21A-P, 21B-P, 17C-P) | 268,409 | Pond 6 (ST6) | 0.5 | 49,208 | 49,208 |
| Biofiltration Basin 5 (13A-P, 13B-P, 13C-P, 13E-P) | 97,612 | Biofiltration Basin 5 (S13B) | 0.65 | 20,166 | 26,710 |
| Pond 5 (G, 12A-P, 12C-P, 12D-P, 12E-P, IN-P) | 236,237 | Pond 5 (GP) | 0.5 | 43,310 | 54,399 |
| **Totals:** | **712,884** | | | **130,648** | **151,536** |

**Table 2.**

The following pretreatment has been provided:

| SMP ID | Pretreatment Device/Method | Percent TSS Removal |
|---|---|---|
| Biofiltration Basin 5 - Soil Amendments | Soil amendments between basin and concourse/hardscape | 89 |

**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. Pretreatment for the other biofiltration basins is covered under other permits.

Infiltration may not be used as a volume control practice because the practices would need to be placed in areas of predominately Hydrologic Soil Group D (clay) soils and with less than three feet of

separation from the bottom of the infiltration system to the seasonally saturated soils or the top of bedrock. 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.

The volume control standard has been met 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 |
|---|---|
| Overall | 89 |

**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 does not include buildings and habitable structures. This section does not apply.

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 Ditch 41. The soils affected by the project include Rifle 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, street sweeping, inlet protection and stabilized construction entrance. The erosion control plan does not meet District requirements because standard details for temporary and permanent stabilization has not been provided. 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)**
Rule 6.0 applies to the proposed project because it includes land disturbing activities within or adjacent to the boundary of the 100-year flood elevation as mapped and modeled by the District.

The application proposes the placement of 424,545 cubic yards of fill within the floodplain.

Compensatory storage is required. The proposed project provides 722,239 cubic yards of compensatory storage, which exceeds the required 1:1 ratio and is within the relevant reach. See attached Figure 4: Floodplain.

**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: BTC West Side Project Location




7/1/2026

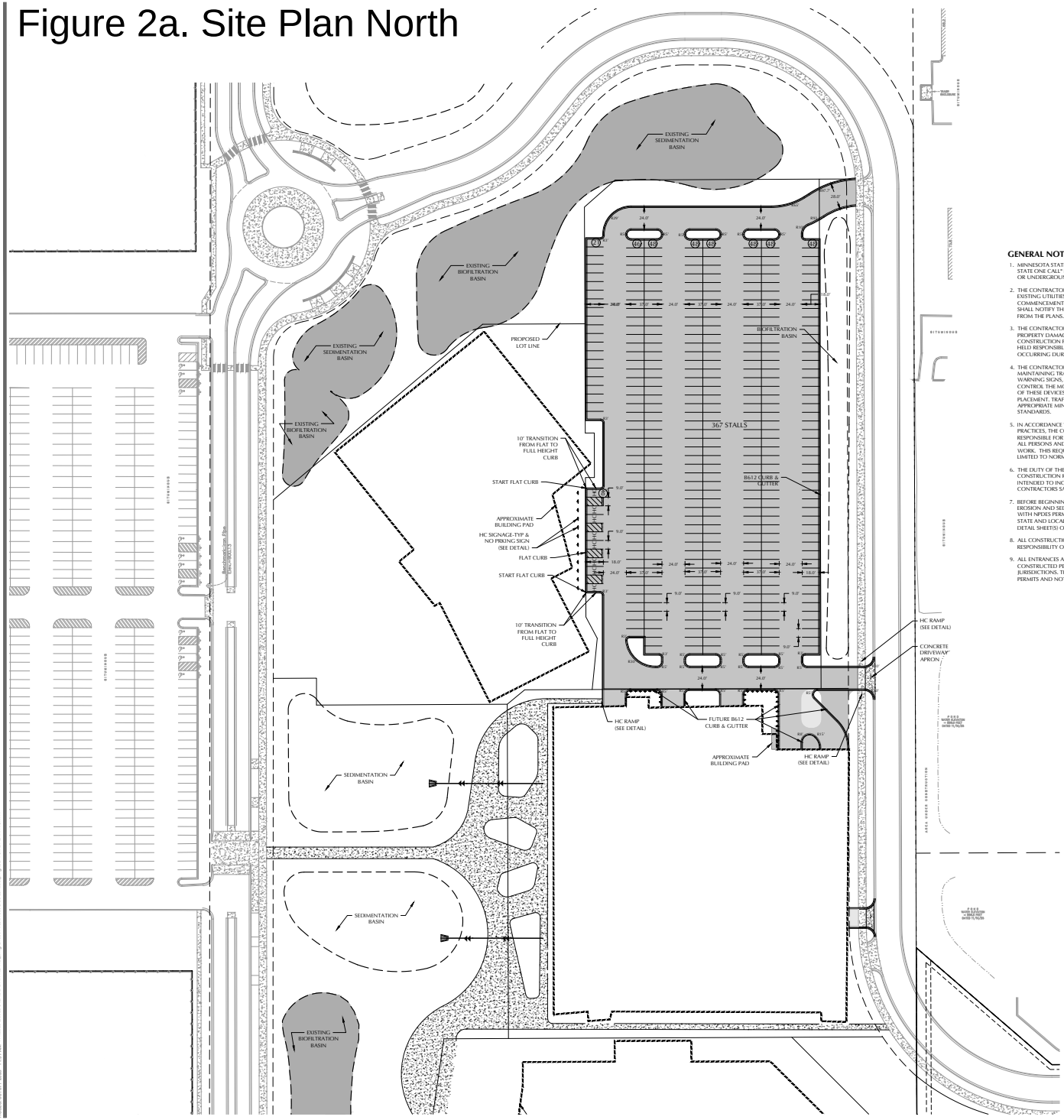
1:7,660

0 0.04 0.09 0.18 mi

0 0.05 0.1 0.2 km

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

# Figure 2a. Site Plan North




## PAVEMENT LEGEND

- DENOTES STANDARD BITUMINOUS PAVEMENT
- DENOTES SOIL CORRECTION BITUMINOUS PAVEMENT
- DENOTES CONCRETE SIDEWALK
- DENOTES CONCRETE PAVEMENT

## SITE NOTES

1. ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
2. ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
3. ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
4. ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
5. TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
6. ALL CURB RADII SHALL BE 5.0' UNLESS OTHERWISE NOTED.
7. SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.
8. REFER TO ARCHITECTURAL SITE PLAN FOR BUILDING SETBACKS.

## GENERAL NOTES

1. MINNESOTA STATE STATUTE REQUIRES NOTIFICATION PER "GOPHER STATE ONE CALL" PRIOR TO COMMENCING ANY GRADING, EXCAVATION OR UNDERGROUND WORK.
2. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
3. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASE OF THIS PROJECT. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
4. THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
5. IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
6. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTORS PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTORS SAFETY MEASURES IN, OR NEAR THE CONSTRUCTION SITE.
7. BEFORE BEGINNING CONSTRUCTION THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENTATION CONTROL MEASURES IN ACCORDANCE WITH NPDES PERMIT REQUIREMENTS, BEST MANAGEMENT PRACTICES, STATE AND LOCAL REQUIREMENTS AND THE DETAILS SHOWN ON THE DETAIL SHEET(S) OF THE PROJECT PLANS.
8. ALL CONSTRUCTION PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.
9. ALL ENTRANCES AND CONNECTIONS TO CITY STREETS SHALL BE CONSTRUCTED PER THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND NOTIFICATIONS AS REQUIRED.
10. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL TRAFFIC CONTROL SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE CITY. THIS SHALL INCLUDE ALL SIGNAGE, BARRICADES, FLASHERS AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES.
11. ADJUST ALL EXISTING STRUCTURES, BOTH PUBLIC AND PRIVATE TO THE PROPOSED GRADES WHERE DISTURBED AND COMPLY WITH ALL REQUIREMENTS OF THE UTILITY OWNERS. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
12. EXISTING TOPOGRAPHY PROVIDED BY LOUCKS ASSOCIATES, TOPOGRAPHIC SURVEY.
13. SUBGRADE PREPARATION SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2112. THE TOP 3 FEET SHALL BE COMPACTED TO 100% OF THE STANDARD PROCTOR DENSITY.
14. AGGREGATE BASE SHALL BE MNDOT 2211 CLASS 5. COMPACTION SHALL BE BY THE DENSITY COMPACTION METHOD.
15. PLANT MIXED BITUMINOUS PAVEMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH MNDOT 2360 WITH MIX DESIGN AS SHOWN ON THE DETAILS. COMPACTION SHALL BE BY THE DENSITY COMPACTION METHOD.
16. CONCRETE CURB & GUTTER SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2531. CURING SHALL BE BY THE MEMBRANE CURING METHOD. EXPANSION JOINTS EVERY 200 FEET AT ALL FIXED OBJECTS. CONTRACTIONS JOINTS EVERY 10 FEET.
17. CONCRETE WALK SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2521. CURING SHALL BE BY THE MEMBRANE CURING METHOD. EXPANSION JOINTS AT ALL FIVES OBJECTS. CONTRACTION JLINTS EVERY 5 FEET.
18. WORKING HOURS ARE 6:30 AM TO 10:00 PM MONDAY THROUGH SATURDAY AND TO WORK THE FOLLOWING CITY HOLIDAYS: PRESIDENTS DAY, JUNETEENTH, VETERANS DAY, DAY AFTER THANKSGIVING, & CHRISTMAS EVE.
19. ALL PLANS SHALL COMPLY WITH THE FOLLOWING CODES: 2020 MN STATE BUILDING CODE, 2024 MN ENERGY CODE, 2020 MN ACCESSIBILITY CODE, 2020 MN FIRE CODE, 2023 MN ELECTRICAL CODE.

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

0 40 80
SCALE IN FEET

**BLAINE TOWN CENTER WEST SIDE LANDSCAPING**
BLAINE, MN

EB BLAINE DEVELOPMENT
3020 FRANCE AVENUE SOUTH
MINNEAPOLIS, MN 55416

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used by the Owner on other projects, for additions to this project, or for completion of this project by others, without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions to the drawing files shall be removed by the Owner, or at the sole discretion of the Consultant, a fee may be charged for such revisions. The Owner shall indemnify and hold harmless the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

| | |
|---|---|
| 05-20-26 | CITY SUBMITTAL |
| 06-01-26 | AGENCY REVIEW |
| 06-01-26 | CITY SUBMITTAL |
| 06-09-26 | CC/WC SUBMITTAL |

**PROFESSIONAL SIGNATURE**

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.

PJ Dosh - PE

License No. 49933
Date

**QUALITY CONTROL**

| | |
|---|---|
| Loucks Project No. | 23026C |
| Project Lead | PJD |
| Drawn By | TRG |
| Checked By | PJD |
| Review Date | 06/01/26 |

**SHEET INDEX**


| | |
|---|---|
| C2-1 | SITE PLAN NORTH |
| C2-2 | SITE PLAN SOUTH |
| C3-1 | GRADING PLAN NORTH |
| C3-2 | GRADING PLAN SOUTH |
| C3-3 | SWPPP PLAN |
| C3-4 | SWPPP NOTES |
| C4-1 | SAN & WATERMAIN NORTH |
| C4-2 | SAN & WATERMAIN SOUTH |
| C4-3 | STORM SEWER NORTH |
| C4-4 | STORM SEWER SOUTH |
| C5-1 | CIVIL DETAILS |
| C5-2 | CIVIL DETAILS |
| C5-3 | CIVIL DETAILS |


**SITE PLAN NORTH**
**C2-1**

Plotted On: 06 / 2026 - 11:59 AM W:\2023\23026C\CADD\DATA\DWG\Dwg Sheet Files\West Side Landscaping\C2-1 SITE PLAN NORTH

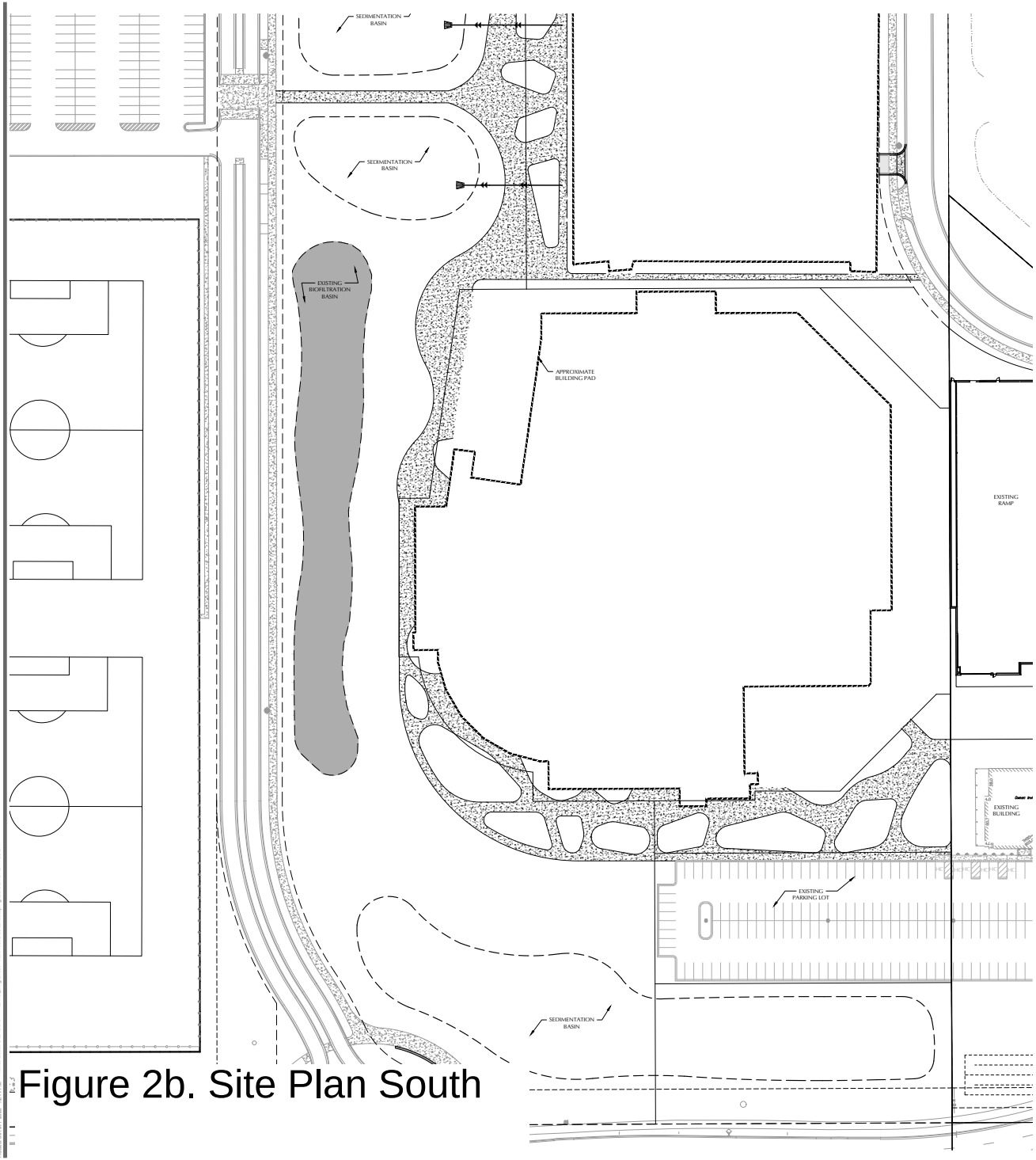



Figure 2b. Site Plan South

## PAVEMENT LEGEND

- DENOTES STANDARD BITUMINOUS PAVEMENT
- DENOTES SOIL CORRECTION BITUMINOUS PAVEMENT
- DENOTES CONCRETE SIDEWALK
- DENOTES CONCRETE PAVEMENT

## SITE NOTES

1. ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
2. ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
3. ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
4. ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
5. TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
6. ALL CURB RADII SHALL BE 5.0' UNLESS OTHERWISE NOTED.
7. SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.
8. REFER TO ARCHITECTURAL SITE PLAN FOR BUILDING SETBACKS.

## GENERAL NOTES

1. MINNESOTA STATE STATUTE REQUIRES NOTIFICATION PER "GOPHER STATE ONE CALL" PRIOR TO COMMENCING ANY GRADING, EXCAVATION OR UNDERGROUND WORK.
2. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
3. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASE OF THIS PROJECT. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
4. THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
5. IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
6. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTORS PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTORS SAFETY MEASURES IN, OR NEAR THE CONSTRUCTION SITE.
7. BEFORE BEGINNING CONSTRUCTION THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENTATION CONTROL MEASURES IN ACCORDANCE WITH NPDES PERMIT REQUIREMENTS, BEST MANAGEMENT PRACTICES, STATE AND LOCAL REQUIREMENTS AND THE DETAILS SHOWN ON THE DETAIL SHEET(S) OF THE PROJECT PLANS.
8. ALL CONSTRUCTION PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.
9. ALL ENTRANCES AND CONNECTIONS TO CITY STREETS SHALL BE CONSTRUCTED PER THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND NOTIFICATIONS AS REQUIRED.
10. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL TRAFFIC CONTROL SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE CITY. THIS SHALL INCLUDE ALL SIGNAGE, BARRICADES, FLASHERS AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES.
11. ADJUST ALL EXISTING STRUCTURES, BOTH PUBLIC AND PRIVATE TO THE PROPOSED GRADES WHERE DISTURBED AND COMPLY WITH ALL REQUIREMENTS OF THE UTILITY OWNERS. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
12. EXISTING TOPOGRAPHY PROVIDED BY LOUCKS ASSOCIATES, TOPOGRAPHIC SURVEY.
13. SUBGRADE PREPARATION SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2112. THE TOP 3 FEET SHALL BE COMPACTED TO 100% OF THE STANDARD PROCTOR DENSITY.
14. AGGREGATE BASE SHALL BE MNDOT 2211 CLASS 5. COMPACTION SHALL BE BY THE DENSITY COMPACTION METHOD.
15. PLANT MIXED BITUMINOUS PAVEMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH MNDOT 2360 WITH MIX DESIGN AS SHOWN ON THE DETAILS. COMPACTION SHALL BE BY THE DENSITY COMPACTION METHOD.
16. CONCRETE CURB & GUTTER SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2531. CURING SHALL BE BY THE MEMBRANE CURING METHOD. EXPANSION JOINTS EVERY 200 FEET AT ALL FIXED OBJECTS. CONTRACTIONS JOINTS EVERY 10 FEET.
17. CONCRETE WALK SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2521. CURING SHALL BE BY THE MEMBRANE CURING METHOD. EXPANSION JOINTS AT ALL FIVES OBJECTS. CONTRACTION JLINTS EVERY 5 FEET.
18. WORKING HOURS ARE 6:30 AM TO 10:00 PM MONDAY THROUGH SATURDAY AND TO WORK THE FOLLOWING CITY HOLIDAYS: PRESIDENTS DAY, JUNETEENTH, VETERANS DAY, DAY AFTER THANKSGIVING, & CHRISTMAS EVE.
19. ALL PLANS SHALL COMPLY WITH THE FOLLOWING CODES: 2020 MN STATE BUILDING CODE, 2024 MN ENERGY CODE, 2020 MN ACCESSIBILITY CODE, 2020 MN FIRE CODE, 2023 MN ELECTRICAL CODE.

## LEGEND

| EXISTING | | PROPOSED |
|---|---|---|
| | CATCH BASIN | |
| | STORM MANHOLE | |
| | FLARED END SECTION | |
| | SANITARY MANHOLE | |
| | HYDRANT | |
| | GATE VALVE | |
| | POST INDICATOR VALVE | |
| | WATER MANHOLE / WELL | |
| | LIGHT POLE | |
| | POWER POLE | |
| | ELECTRIC METER | |
| | GAS METER | |
| | TELEPHONE PEDESTAL | |
| | SIGN | |
| | BENCHMARK | |
| | SOIL BORING | |
| | PARKING STALL COUNT | |
| | ACCESSIBLE PARKING STALL | |
| | STORM SEWER | |
| | DRAINTILE | |
| | SANITARY SEWER | |
| | FORCEMAIN | |
| | WATERMAIN | |
| | SANITARY SEWER SERVICE | |
| | WATER SERVICE | |
| | UNDERGROUND ELECTRIC | |
| | UNDERGROUND FIBER OPTIC | |
| | UNDERGROUND GAS | |
| | UNDERGROUND TELEPHONE | |
| | OVERHEAD UTILITY | |
| | FENCE | |
| | CHAIN LINK FENCE | |
| | CONCRETE CURB | |
| | RETAINING WALL | |
| | CONCRETE | |
| | NO PARKING | |
| | BUILDING | |
| | CONTOUR | |
| | SPOT ELEVATION | |
| | DIRECTION OF FLOW | |
| | TREE LINE | |
| | PARKING SETBACK LINE | |
| | BUILDING SETBACK LINE | |

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

SCALE IN FEET
0 40 80

BLAINE TOWN CENTER WEST SIDE LANDSCAPING
BLAINE, MN

EB BLAINE DEVELOPMENT
3020 FRANCE AVENUE SOUTH
MINNEAPOLIS, MN 55416

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used by the Owner on other projects or for additions to extensions of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions to the drawing files are to be noted as such. They are made at the full risk of third party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

| | |
|---|---|
| 05-20-26 | CITY SUBMITTAL |
| 06-05-26 | AGENCY REVIEW |
| 06-01-26 | CITY SUBMITTAL |
| 06-09-26 | CC/WD SUBMITTAL |

**PROFESSIONAL SIGNATURE**

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.

PJ Disch - PE

License No. 49933
Date

**QUALITY CONTROL**

| | |
|---|---|
| Loucks Project No. | 23026C |
| Project Lead | PJD |
| Drawn By | TRG |
| Checked By | PJD |
| Review Date | 06/01/26 |

**SHEET INDEX**


| | |
|---|---|
| C2-1 | SITE PLAN NORTH |
| C2-2 | SITE PLAN SOUTH |
| C3-1 | GRADING PLAN NORTH |
| C3-2 | GRADING PLAN SOUTH |
| C3-3 | SWPPP PLAN |
| C3-4 | SWPPP NOTES |
| C4-1 | SAN & WATERMAIN NORTH |
| C4-2 | SAN & WATERMAIN SOUTH |
| C4-3 | STORM SEWER NORTH |
| C4-4 | STORM SEWER SOUTH |
| C8-1 | CIVIL DETAILS |
| C8-2 | CIVIL DETAILS |
| C8-3 | CIVIL DETAILS |


SITE PLAN SOUTH
C2-2

Plotted On: 09 / 2026 - 12:19 PM W:\2023\23026c\CADD\DATA\CIVIL\dwg Sheet Files\West Side Landscaping\C3-2 SITE PLAN SOUTH

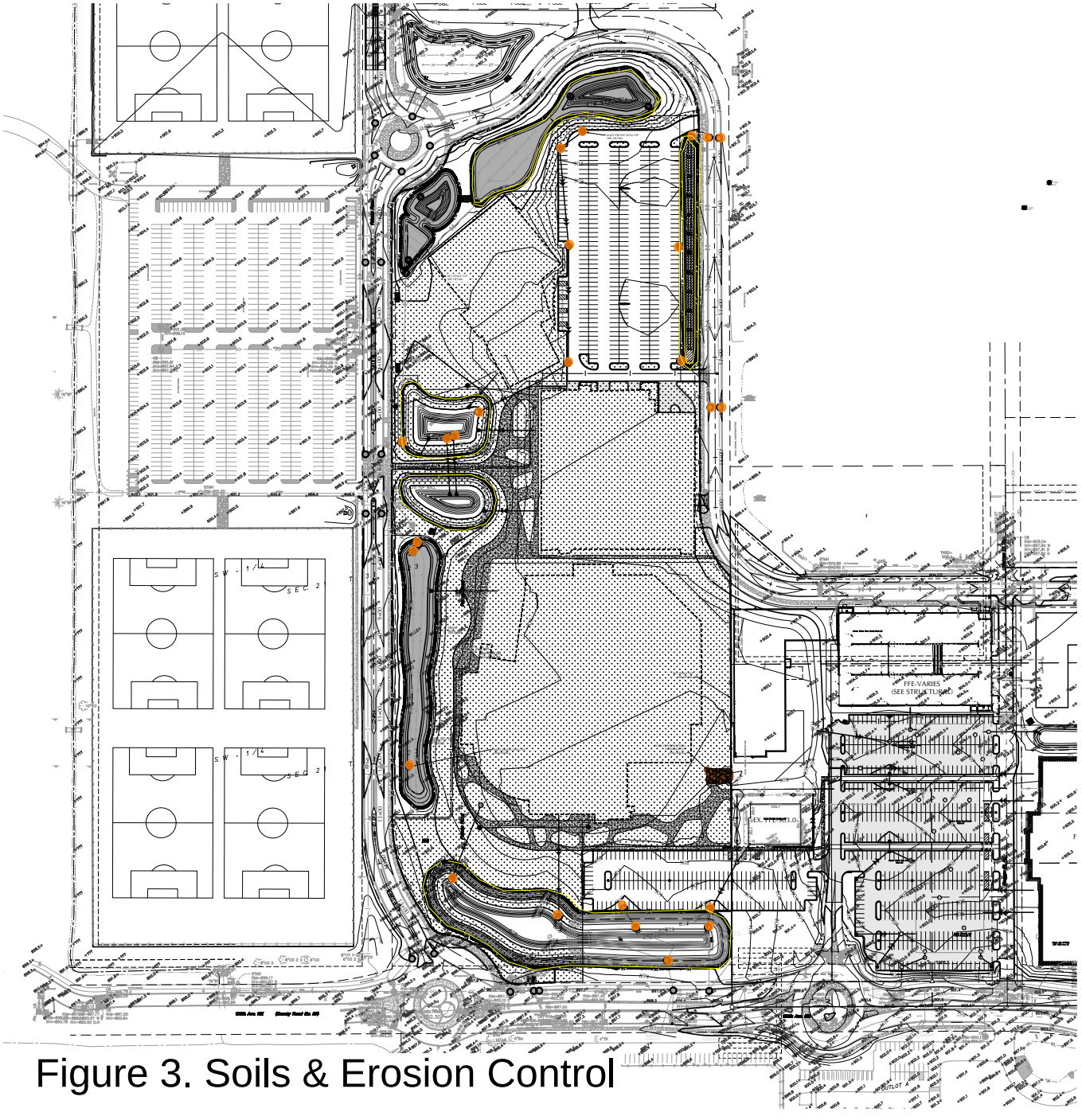


Figure 3. Soils & Erosion Control

## GENERAL NOTES

SEE SHEET C3-3 FOR SWPPP NOTES AND C3-4 FOR SWPPP DETAILS.

## SWPPP LEGEND

- ROCK CONSTRUCTION ENTRANCE
- SILT FENCE
- BIO ROLLS
- INLET PROTECTION
- EROSION CONTROL BLANKET
- SEEDING: MNDOT SOUTHERN BOULEVARD MIX @ 220 LBS/ACRE, 4" TOPSOIL PLACED BEFORE SEEDING
- SEEDING: BWSR SEED MIX 33-261 @ 35 LBS/ACRE

## LEGEND

| EXISTING | | PROPOSED |
|---|---|---|
| | CATCH BASIN | |
| | STORM MANHOLE | |
| | FLARED END SECTION | |
| | SANITARY MANHOLE | |
| | HYDRANT | |
| | GATE VALVE | |
| | POST INDICATOR VALVE | |
| | WATER MANHOLE / WELL | |
| | LIGHT POLE | |
| | POWER POLE | |
| | ELECTRIC METER | |
| | GAS METER | |
| | TELEPHONE PEDESTAL | |
| | SIGN | |
| | BENCHMARK | |
| | SOIL BORING | |
| | PARKING STALL COUNT | |
| | ACCESSIBLE PARKING STALL | |
| | STORM SEWER | |
| | DRAINTILE | |
| | SANITARY SEWER | |
| | FORCEMAIN | |
| | WATERMAIN | |
| | SANITARY SEWER SERVICE | |
| | WATER SERVICE | |
| | UNDERGROUND ELECTRIC | |
| | UNDERGROUND FIBER OPTIC | |
| | UNDERGROUND GAS | |
| | UNDERGROUND TELEPHONE | |
| | OVERHEAD UTILITY | |
| | FENCE | |
| | CHAIN LINK FENCE | |
| | RETAINING WALL | |
| | CONCRETE | |
| | NO PARKING | |
| | BUILDING | |
| | CONTOUR | |
| | SPOT ELEVATION | |
| | DIRECTION OF FLOW | |
| | TREE LINE | |
| | PARKING SETBACK LINE | |
| | BUILDING SETBACK LINE | |

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

0 80 160
SCALE IN FEET

BLAINE TOWN CENTER WEST SIDE LANDSCAPING
BLAINE, MN

EB BLAINE DEVELOPMENT
3020 FRANCE AVENUE SOUTH
MINNEAPOLIS, MN 55416


LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com


### CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used by the Owner on other projects or for additions to this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions to the drawing files shall be made by the Owner at the Owner's full risk and the Owner shall indemnify and hold the Consultant harmless from any and all responsibilities, claims, and liabilities.

### SUBMITTAL/REVISIONS

| | |
|---|---|
| 05-20-26 | CITY SUBMITTAL |
| 06-01-26 | AGENCY REVIEW |
| 06-01-26 | CITY SUBMITTAL |
| 06-09-26 | CC/WC SUBMITTAL |

### PROFESSIONAL SIGNATURE

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.

PJ Disch - PE

License No. 49933
Date

### QUALITY CONTROL

| | |
|---|---|
| Loucks Project No. | 23026C |
| Project Lead | PJD |
| Drawn By | TRG |
| Checked By | PJD |
| Review Date | 06/01/26 |

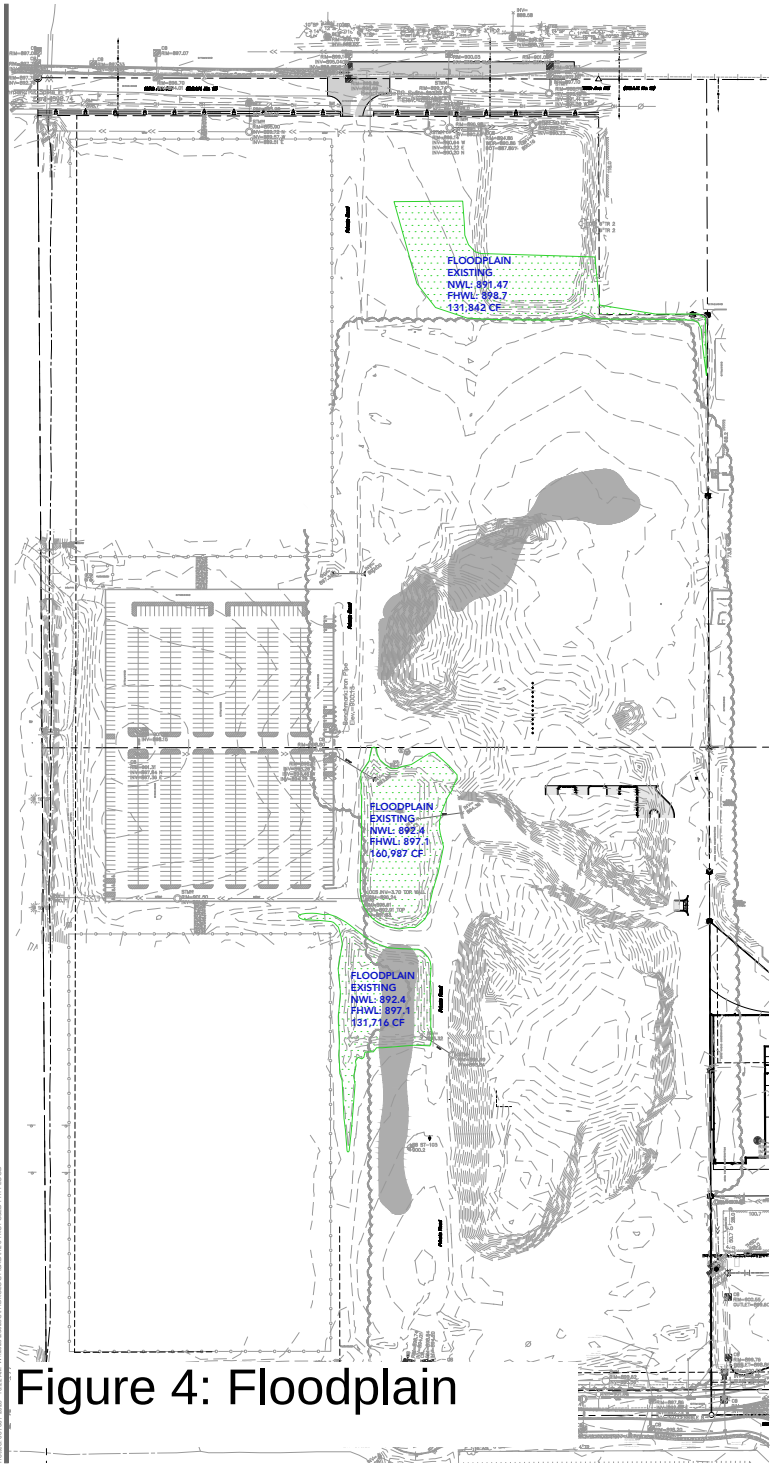
### SHEET INDEX

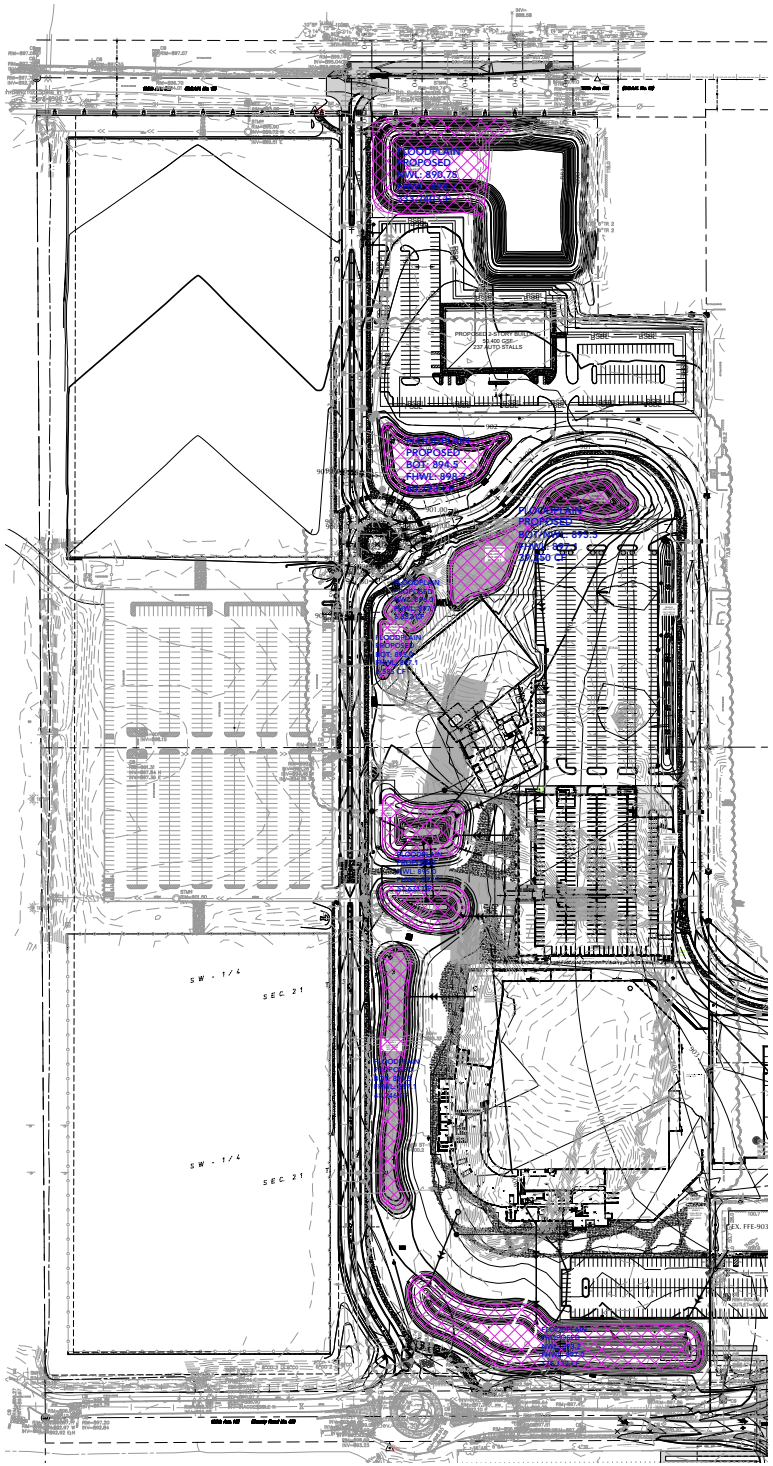

| | |
|---|---|
| C2-1 | SITE PLAN NORTH |
| C2-2 | SITE PLAN SOUTH |
| C3-1 | GRADING PLAN NORTH |
| C3-2 | GRADING PLAN SOUTH |
| C3-3 | SWPPP PLAN |
| C3-4 | SWPPP NOTES |
| C4-1 | SAN & WATERMAIN NORTH |
| C4-2 | SAN & WATERMAIN SOUTH |
| C4-3 | STORM SEWER NORTH |
| C4-4 | STORM SEWER SOUTH |
| C8-1 | CIVIL DETAILS |
| C8-2 | CIVIL DETAILS |
| C8-3 | CIVIL DETAILS |


# STORM WATER POLLUTION PREVENTION PLAN

# C3-3


Plotted On: 09 / 2026 - 1:39 AM W:\2023\23026C\CADD\DATA\CIVIL\dwg Sheet Files\West Side Landscaping\C3-3 SWPP PLAN




# Figure 4: Floodplain

**FLOODPLAIN VOLUMES**

FLOODPLAIN EXISTING/FILL = 424,545 CF

FLOODPLAIN PROPOSED:
PONDING = 722,239 CF

**NOTES**

1. FLOODPLAIN FILL IS BASED ON NWL IN THE SURVEY, WHICH IS LOWER THAN THE WATERSHEDS RESULTING IN MORE FILL.
2. FLOODPLAIN - PROPOSED IS FROM EITHER THE NWL OR THE BOTTOM DEPENDING ON THE TYPE OF POND.
3. THE NORTH PONDS PROPOSED VOLUME INCLUDES THE DIFFERENCE IN NWL OVER THE ENTIRE POND.
4. PROPOSED PIPE STORAGE WOULD ADD TO THE PROPOSED VOLUME BUT IS NOT INCLUDED IN THE CALCULATIONS.

**HATCH LEGEND**

EXISTING FLOODPLAIN

PROPOSED FLOODPLAIN

BLAINE TOWN CENTER RE-DEVELOPMENT

BLAINE, MN

EB BLAINE DEVELOPMENT

3020 FRANCE AVENUE SOUTH
MINNEAPOLIS, MN 55416

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used by the Owner on other projects or for additions to extensions of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional changes, modifications or additions to CADD files shall be made at the full risk of third party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

| | |
|---|---|
| 06-10-24 | PRELIMINARY CITY SUBMITTAL |
| 05-21-24 | WATERSHED/CITY SUBMITTAL |
| 06-19-24 | PHASE 1 WATERSHED/CITY SUBMITTAL |
| 08-15-24 | PH1 CCWD RESUBMIT |
| 09-03-2024 | PH1 CCWD RESUBMIT |
| 09-16-24 | PH1 CCWD RESUBMIT |
| 10-02-24 | PH1 CCWD RESUBMIT |

**PROFESSIONAL SIGNATURE**

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.

PJ Dosh - PE

License No. 49933
Date

**QUALITY CONTROL**

| | |
|---|---|
| Loucks Project No. | 23026C |
| Project Lead | PJD |
| Drawn By | TRG |
| Checked By | PJD |
| Review Date | 05-21-24 |

**SHEET INDEX**


| | |
|---|---|
| C2.1 | OVERALL SITE PLAN |
| C2.2 thru 4 | SITE PLANS |
| C3.1 | OVERALL GRADING PLAN |
| C3.2 thru 8 | GRADING, EROSION & SWPP PLANS |
| C3.9 | SWPP NOTES & DETAILS |
| C4.1 | OVERALL SANITARY & WATERMAIN |
| C4.2 thru 4 | OVERALL STORM SEWER DETAIL SHEETS |
| C5.1 | PRELIMINARY PLAT - WEST |


0 100 200
SCALE IN FEET

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

PROPOSED STREET FLOODPLAIN VOLUMES

H2-5

Plotted: 05/21/2024 10:23 AM BY: 3023123@ACHYDROLOGY.CA H:\H2-5 PROPOSED PH1 FLOOD

COON CREEK WATERSHED DISTRICT

# Permit Application Review Report
# Date: 7/8/2026

## Board Meeting Date: 7/13/2026
## Agenda Item: 13

Applicant/Landowner:
United Properties
Attn: Connor McCarthy
250 Nicollet Mall Suite 500
Minneapolis, MN 55401

**Project Name:** River North Industrial Center

**Project PAN:** P-26-028

**Project Purpose:** construction of a new industrial building and associated stormwater treatment features

**Project Location:** SW Quadrant of Coon Rapids Blvd. & Norway St. NW, Coon Rapids

**Site Size:** size of parcel - 16.7 acres; size of disturbed area - 11.4 acres; size of regulated impervious surface – 7.78 acres

**Applicable District Rule(s):** Rule 2, Rule 3, Rule 4, Rule 5

---

**Recommendation:** Approve with 5 Conditions and 3 Stipulations

---

**Description:** The applicant is proposing the construction of a large industrial building with associated parking and stormwater treatment features. The project does have wetland impacts associated. It will disturb 11.4 acres and create 7.78 acres of regulated impervious surface. The parcel drains to Lower Coon Creek. The applicable District Rules are Rule 3 – Stormwater Management, Rule 4 – Soils & Erosion Control and Rule 5 – Wetlands. See the 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 $45,600.00 and execute a signed escrow agreement.

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 include the following:

a. a note to secure portable toilets to prevent tipping.
b. standard details for stabilized construction entrance and perimeter controls.
c. a note that state soils and soil stockpiles must be stabilized within 7 days of inactivity.

Rule 5.0 – Wetlands

4. TEP approval of the replacement plan is required.
5. Provide verification of Withdrawal of Wetland Bank credits as required by an approved replacement plan.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

**Exhibits:**

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|---|---|---|---|
| MIDS | Measure Group | 05/18/2026 | 05/20/2026 |
| Wetland Delineation | TRC | 11/18/2022 | 06/04/2024 |
| Wetland Permit Application | KLJ | undated | 06/10/2026 |
| Stormwater Management Plan | Measure Group | 06/23/2026 | 06/23/2026 |
| Application Narrative | United Properties | 05/11/2026 | 05/11/2026 |
| Construction Plans | Measure Group | 06/23/2026 | 06/23/2026 |

# Findings

**Fees and Escrows (Rule 2.7):**
The applicant has submitted a $6,050.00 review and inspection fee and deposit which corresponds with the sum of fees associated with the following rules. Rule 3.0 ($3,000), Rule 4.0 ($2,500 for 11.4 acres of land disturbance proposed) and Rule 5.0 ($550 for a replacement plan).

The applicant will be required to submit a performance escrow in the amount of $45,600.00. This corresponds to $4,000/acre of disturbance (11.4 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 B. Curve Numbers have been shifted down one 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 |
| Wetland 1 | 17 | 16 | 28 | 23 | 49 | 40 |

**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 338,897 $ft^2$.

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

| Drainage Area | Impervious required to be treated ($ft^2$) | Proposed SMP | TP Removal Factor | Required Water Quality Volume ($ft^3$) | Water Quality Volume Provided ($ft^3$) |
|---|---|---|---|---|---|
| Offsite (In-Kind Swap) | 0 | Basin-1 | 0.5 | 0 | 11979 |
| Wetland-1 (P2, P6) | 7,405 | N/A | 1 | 1,358 | 0 |
| Wetland-3 (P8, P4) | 3,485 | N/A | 1 | 639 | 0 |
| Basin-1 (P3, P7, P9, P5) | 328,007 | Basin-1 | 0.5 | 60,135 | 60,135 |
| **Totals:** | **338,897** | | | **62,131** | **72,114** |

**Table 2.**

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. A Phase I and II ESA was also completed which showed soil contamination.

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. The applicant is using in-kind treatment of untreated existing impervious (the building to the south) to meet volume and water quality requirements. This in-kind treatment exceeds the required volume. The volume control standard has been met 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 |
|---|---|
| DP-1 (Wetland 1) | 81 |

**Table 3.**

The TSS removal standard is met at each discharge point as shown in Table 3.
Discharges to Wetlands: Stormwater from the proposed project is being discharged into the following wetlands.

| Wetland ID | Wetland-1 |
|---|---|
| **Wetland Type** | Moderately Susceptible |
| **Change of Bounce 2-yr (ft)** | 0.12 |
| **Change of Bounce 10-yr (ft)** | -0.07 |
| **Change of Inflow Velocity (fps)** | 0 |
| **Change of Inundation on 2-yr (hrs)** | 0.25 |
| **Change of Inundation on 10-yr (hrs)** | 0.25 |
| **Change of Run out Control (ft)** | N/A |

**Table 4.**

The proposed project meets bounce, discharge rate, inundation, and runout control requirements for all wetlands receiving discharge from the site as shown in Table 4.

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 884.5 ft NAVD 88. The applicable 100-year high water level is 878.4 ft NAVD 88, and the applicable emergency overflow is 878.5 ft 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 Markey and Zimmerman and have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes perimeter control, inlet protection, street sweeping and stabilized construction entrance. The erosion control plan does not meet District Requirements. The plan does not meet requirements, because portable toilets are not proposed to be secured to prevent tipping, soils and soil stockpiles are not proposed to be to be stabilized within 7 days of inactivity, and several standard details are not provided. The site does require an NPDES permit. See attached Figure 3: Soils and Erosion Control.

**Wetlands (Rule 5.0)**
Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating, or other altering the hydrology of a wetland.

Wetlands were delineated under PAN W24-019. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 07/09/2024.

The applicant submitted a joint application form requesting a Replacement Plan decision on 06/10/2026. The application was noticed to the TEP on 06/15/2026. Wetland impacts are proposed through fill in 2 locations. The applicant has provided an alternatives analysis which discusses wetland impact avoidance, minimization, and mitigation. See attached Figure 4: Wetland Impacts.

| Wetland ID | Impact Type (F/D/E) | Impacts (sf) | Impact Duration (T/P) | Replacement Ratio | Required Mitigation (sf) |
|---|---|---|---|---|---|
| 2 | Fill | 6,098 | Permanent | 2:1 | 12,196 |
| 1 | Fill | 87,120 | Permanent | 2:1 | 174,240 |

**Table 6.**

Impact replacement is proposed to be mitigated through the purchase of wetland bank credits from

bank 1762. Bank 1762 is within the required bank service area (BSA 7). Impact replacement is also proposed through on-site mitigation. The TEP Has not yet approved the application.

**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.

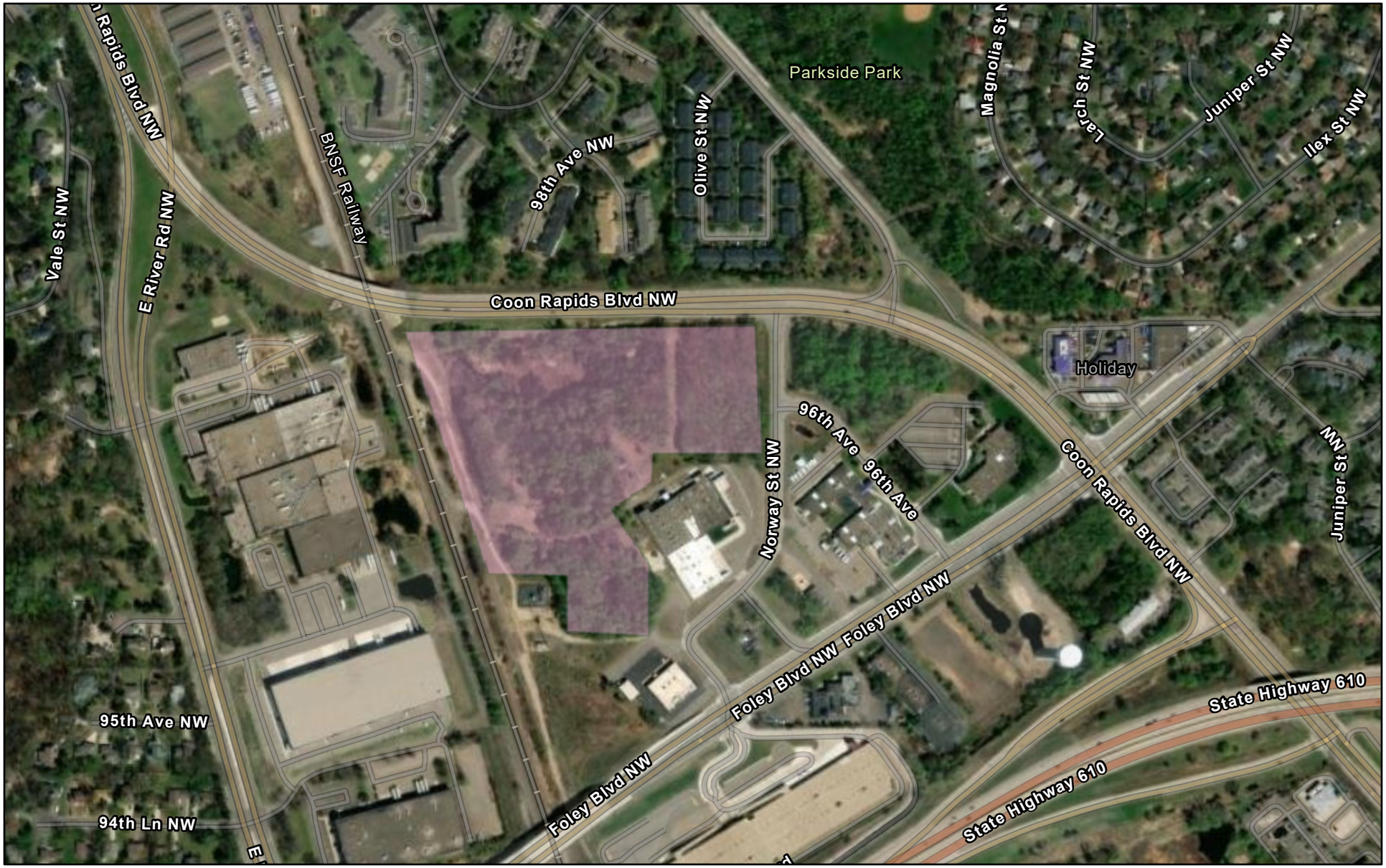
**Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)**
The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. 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: River North Industrial Center Location




7/6/2026

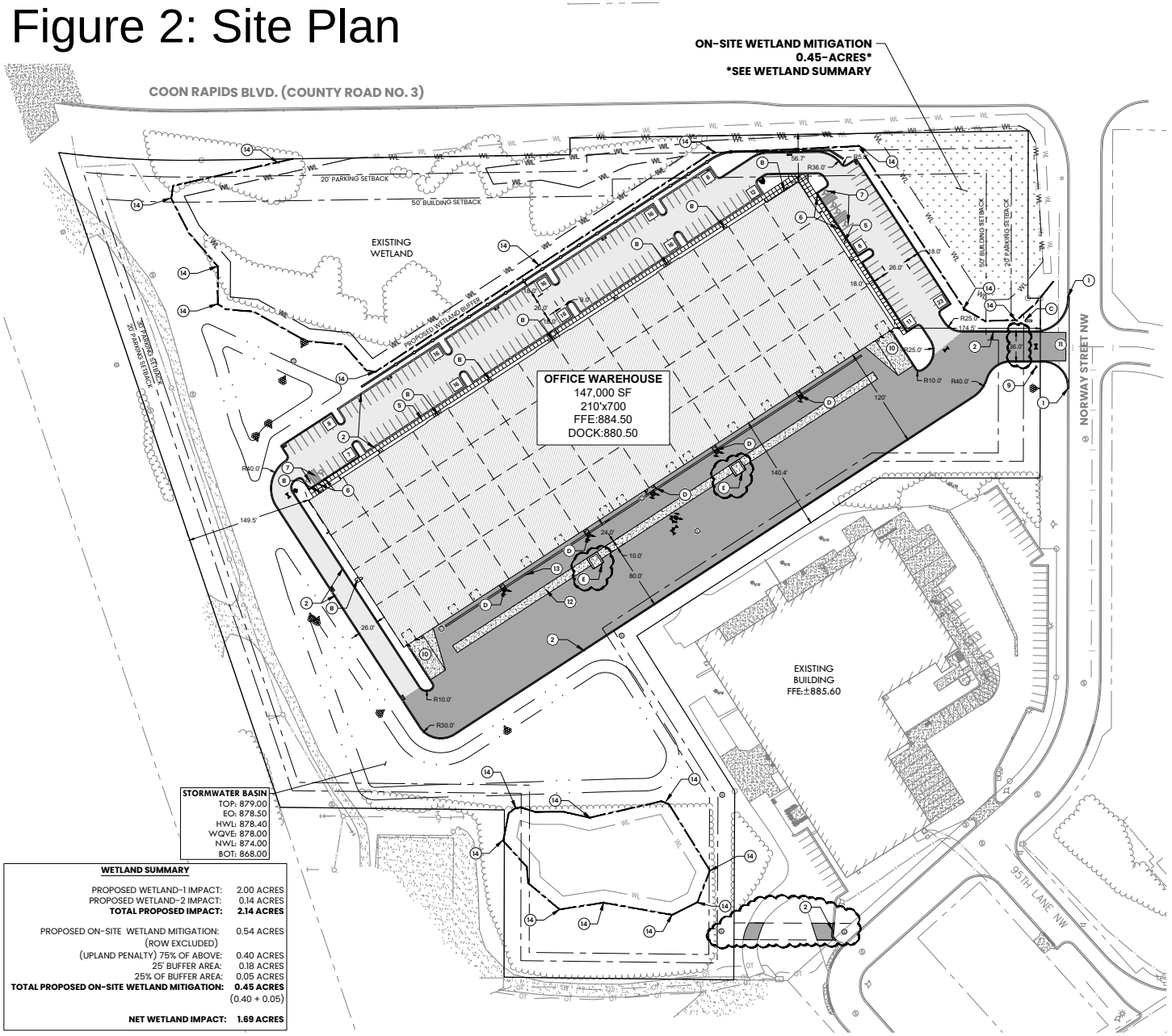
1:7,660

0 0.04 0.09 0.18 mi

0 0.05 0.1 0.2 km

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

# Figure 2: Site Plan




**WETLAND SUMMARY**

| | |
|---|---|
| PROPOSED WETLAND-1 IMPACT: | 2.00 ACRES |
| PROPOSED WETLAND-2 IMPACT: | 0.14 ACRES |
| **TOTAL PROPOSED IMPACT:** | **2.14 ACRES** |
| PROPOSED ON-SITE WETLAND MITIGATION: (ROW EXCLUDED) | 0.54 ACRES |
| (UPLAND PENALTY) 75% OF ABOVE: | 0.40 ACRES |
| 25' BUFFER AREA: | 0.18 ACRES |
| 25% OF BUFFER AREA: | 0.05 ACRES |
| **TOTAL PROPOSED ON-SITE WETLAND MITIGATION:** | **0.45 ACRES** (0.40 + 0.05) |
| **NET WETLAND IMPACT:** | **1.69 ACRES** |

G:\Shared Drives\Active Projects\Coon Rapids\UP Industrial\CAD\Sheets\26-106_C3.0 SITE PLAN.dwg

## LEGEND

**PROPOSED**

- PROPERTY BOUNDARY
- SETBACK LINE
- RIGHT OF WAY LINE
- EASEMENT
- STANDARD CURB AND GUTTER
- HEAVY DUTY BITUMINOUS PAVEMENT
- LIGHT DUTY BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK
- HEAVY DUTY CONCRETE PAVEMENT
- WETLAND MITIGATION
- FENCE
- RETAINING WALL (BY OTHERS)
- TRAFFIC SIGN
- LIGHT POLE

## DEVELOPMENT SUMMARY

**ZONING INFORMATION**

| | |
|---|---|
| CURRENT SITE ZONING: | INDUSTRIAL |
| PROPOSED SITE ZONING: | INDUSTRIAL |

**SITE DATA**

| | |
|---|---|
| GROSS SITE AREA: | 16.7 AC |
| LOT 1, BLOCK 1 | 16.7 AC |

| | REQUIRED | PROPOSED |
|---|---|---|
| **BUILDING SETBACKS** | | |
| FRONT - NORTH: | 35' | 55.6' |
| SIDE - EAST: | 35' | 174.5' |
| SIDE - WEST: | 25' | 149.5' |
| REAR - SOUTH: | 25' | 140.4' |
| **PARKING** | | |
| LIGHT INDUSTRY (147,000 SF / 1,000 SF) | 147 STALLS 1 PER 1K SF | 173 STALLS 1.18 PER 1K SF |
| **PARKING DIMENSIONS** | | |
| STALL DIMENSIONS | 9' x 18' | 9' x 18' |
| DRIVE AISLE WIDTH | 24' MIN. | 26' |
| **BUILDING COVERAGE** | 50% | 20.18% |
| **IMPERVIOUS SURFACE** | 85% | 47% (7.8 AC) |

## KEYNOTES

1. MATCH EXISTING
2. B6-12 CURB & GUTTER - SEE DETAIL ON SHEET C8.1
3. CURB TRANSITION- SEE GRADING PLAN
4. FLUSH CURB - SEE DETAIL ON SHEET C8.1
5. CONCRETE SIDEWALK - PRIVATE -SEE DETAIL ON SHEET C8.1
6. ADA SIGNAGE & BOLLARDS - SEE DETAIL ON SHEET C8.1
7. ADA PARKING STRIPING - SEE DETAIL ON SHEET C8.1
8. PEDESTRIAN RAMP - SEE DETAIL ON SHEET C8.1
9. STOP SIGN - SEE DETAIL ON SHEET C8.1
10. VEHICULAR RAMP
11. CONCRETE DRIVEWAY APRON - SEE DETAIL ON SHEET C8.7
12. HEAVY DUTY CONCRETE DOLLY PAD SEE DETAIL
13. TRENCH DRAIN - SEE DETAIL
14. WETLAND BUFFER SIGN - SEE DETAIL

**DESIGN/ SELECTION BY OTHERS**

- A. LIGHT POLE WITH FOUNDATION - SEE ELECTRICAL PLANS
- B. ARCHITECTURAL STOOP - COORDINATE WITH STRUCTURAL
- C. MONUMENT SIGNAGE - SEE ARCH.
- D. METAL STEPS AND RAILING - SEE ARCH.
- E. TRASH ENCLOSURE - SEE ARCH.

SCALE: 0 60 120 IN FEET

measure

Client:
UNITED PROPERTIES
250 NICOLLET MALL SUITE 500
MINNEAPOLIS, MINNESOTA 55401

Project Title:
RIVER NORTH INDUSTRIAL CENTER
COON RAPIDS, MINNESOTA

I hereby certify that this plan, specifications 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.

NOT FOR CONSTRUCTION

Peter J. Moreau, PE
Date: XX.XX.XX Lic. No.: 53735

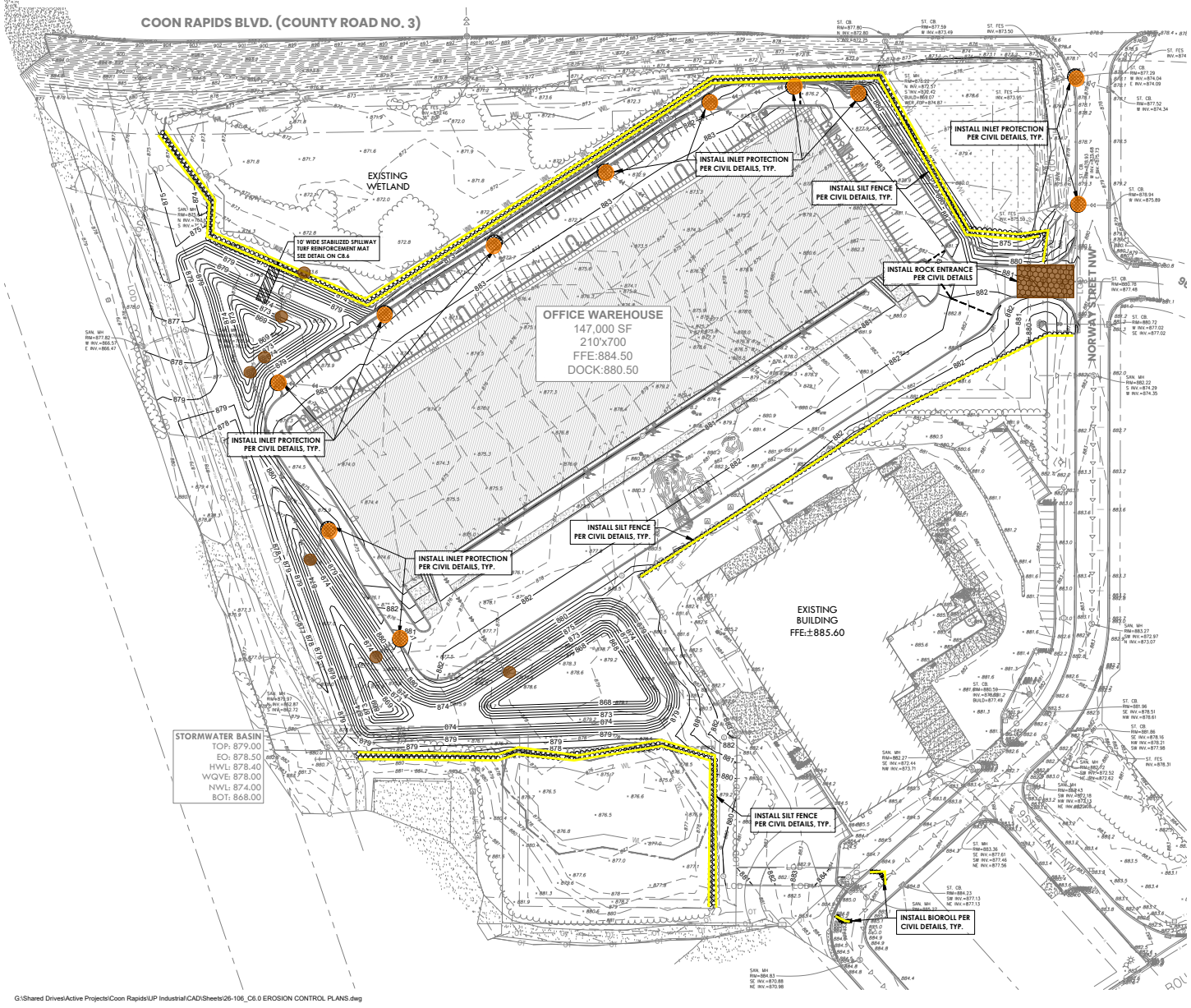
| Rev. | Date | Description |
|---|---|---|
| | 5/11/2026 | CITY SUBMITTAL |
| | 5/21/2026 | PRICING REV. |
| | 6/10/2026 | CCWD SUBMITTAL |
| | 6/23/2026 | CCWD COMMENTS |

Project #: 26-106
Drawn By: JW
Checked By: PM /JM
Issue Date: 5/11/2026
Sheet Title:

**SITE PLAN**

Sheet:
**C3.0**

# Figure 3: Soils and Erosion Control




## LEGEND

- PROPERTY BOUNDARY
- EXISTING CONTOUR
- PROPOSED CONTOUR
- SETBACK LINE
- RIGHT OF WAY LINE
- EASEMENT
- STANDARD CURB AND GUTTER
- STORM SEWER
- FLARED END SECTION
- RETAINING WALL
- DRAINTILE
- GRADING LIMITS
- SPOT ELEVATION
- -1.50% / E.O. — FLOW DIRECTION
- EMERGENCY OVERFLOW
- ROCK CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET
- INLET PROTECTION
- SILT FENCE
- BIOROLL
- TURF REINFORCEMENT MAT FOR SPILLWAY

## EROSION CONTROL NOTES

1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
2. ALL SILT FENCE AND OTHER EROSION CONTROL FEATURES SHALL BE IN-PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUNDCOVER HAS BEEN ESTABLISHED. EXISTING SILT FENCE ON-SITE SHALL BE MAINTAINED AND OR REMOVED AND SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONTRACT. IT IS OF EXTREME IMPORTANCE TO BE AWARE OF CURRENT FIELD CONDITIONS WITH RESPECT TO EROSION CONTROL. TEMPORARY PONDING, DIKES, HAYBALES, ETC., REQUIRED BY THE CITY SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
3. EROSION AND SILTATION CONTROL (ESC): THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SILTATION AND EROSION OF THE PROJECT AREA. THE CONTRACTOR SHALL USE WHATEVER MEANS NECESSARY TO CONTROL THE EROSION AND SILTATION INCLUDING BUT NOT LIMITED TO: CATCH BASIN INSERTS, CONSTRUCTION ENTRANCES, EROSION CONTROL BLANKET, AND SILT FENCE. ESC SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BYTHE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY DIRECT THE CONTRACTOR'S METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS. ANY DEPOSITION OF SILT OR MUD ON NEW OR EXISTING PAVEMENT OR IN EXISTING STORM SEWERS OR SWALES SHALL BE REMOVED AFTER EACH RAIN EVENT. AFFECTED AREAS SHALL BE CLEANED TO THE SATISFACTION OF THE OWNER, ALL AT THE EXPENSE OF THE CONTRACTOR. ALL TEMPORARY EROSION CONTROL SHALL BE REMOVED BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
4. ALL STREETS DISTURBED DURING WORKING HOURS MUST BE CLEANED AT THE END OF EACH WORKING DAY. A CONSTRUCTION ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO DETAILS TO REDUCE TRACKING OF DIRT ONTO PUBLIC STREETS.
5. PROPOSED PONDS SHALL BE EXCAVATED FIRST AND USED AS TEMPORARY PONDING DURING CONSTRUCTION.
6. WHEN INSTALLING END-OF-LINE FLARED END SECTIONS, BRING THE SILT FENCE UP & OVER THE FLARED END SECTIONS & COVER DISTURBED AREAS WITH RIP RAP. THE UPSTREAM FLARED END SECTIONS SHALL HAVE WOOD FIBER BLANKET INSTALLED ON THE DISTURBED SOILS.
7. ALL UNPAVED AREAS ALTERED DUE TO CONSTRUCTION ACTIVITIES MUST BE RESTORED WITH SEED AND MULCH, SOD, EROSION CONTROL BLANKET OR BE HARD SURFACED WITHIN 2 WEEKS OF COMPLETION OF CONSTRUCTION.
8. THE SITE MUST BE STABILIZED PER THE REQUIREMENTS OF THE MPCA, NPDES, MNDOT, AND CITY.
   - A. TEMPORARY (GREATER THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 22-111 AT 30.5-POUNDS PER ACRE.
   - B. TEMPORARY (LESS THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 21-112 (FALL) OR 21-111 (SPRING/SUMMER) AT 100-POUNDS PER ACRE
   - C. INFILTRATION/FILTRATION BASIN SHALL BE MNDOT SEED MIX 34-262 AT 14.5-POUNDS PER ACRE.
   - D. POND SLOPES SHALL BE MNDOT SEED MIX 33-261 AT 35-POUNDS PER ACRE.
   - E. GENERAL SEEDING SHALL BE MNDOT SEED MIX 25-151 AT 70-POUNDS PER ACRE.
   - F. MULCH SHALL BE MNDOT TYPE 1 APPLIED AT 2-TONS PER ACRE.
9. FOR AREAS WITH SLOPES OF 3:1 OR GREATER, RESTORATION WITH SOD OR EROSION CONTROL BLANKET IS REQUIRED.
10. ALL TEMPORARY STOCKPILES MUST HAVE SILT FENCE INSTALLED AROUND THEM TO TRAP SEDIMENT.
11. ALL PERMANENT PONDS USED AS TEMPORARY SEDIMENT BASINS DURING CONSTRUCTION SHALL BE DREDGED AFTER THE SITE HAS BEEN STABILIZED TO RESTORE THE POND TO THE PROPOSED BOTTOM ELEVATION.
12. ALL CONSTRUCTION SHALL CONFORM TO LOCAL AND STATE RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
13. THE SITE MUST BE KEPT IN A WELL-DRAINED CONDITION AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, PIPING, OR OTHER MEANS REQUIRED TO INSURE PROPER DRAINAGE DURING CONSTRUCTION. LOW POINTS IN ROADWAYS OR BUILDING PADS MUST BE PROVIDED WITH A POSITIVE OUTFLOW.

SCALE: 0 60 120 IN FEET


measure

Client: UNITED PROPERTIES
250 NICOLLET MALL SUITE 500
MINNEAPOLIS, MINNESOTA 55401

Project Title: RIVER NORTH INDUSTRIAL CENTER
COON RAPIDS, MINNESOTA


I hereby certify that this plan, specifications 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.

NOT FOR CONSTRUCTION

Reviewed by: Austin Hoy, PLA

Date: XX.XX.XX Lic. No.: 53336

| Rev. | Date | Description |
|---|---|---|
| | 5/11/2026 | CITY SUBMITTAL |
| | 5/21/2026 | PRICING REV. |
| | 6/10/2026 | CCWD SUBMITTAL |
| | 6/23/2026 | CCWD COMMENTS |

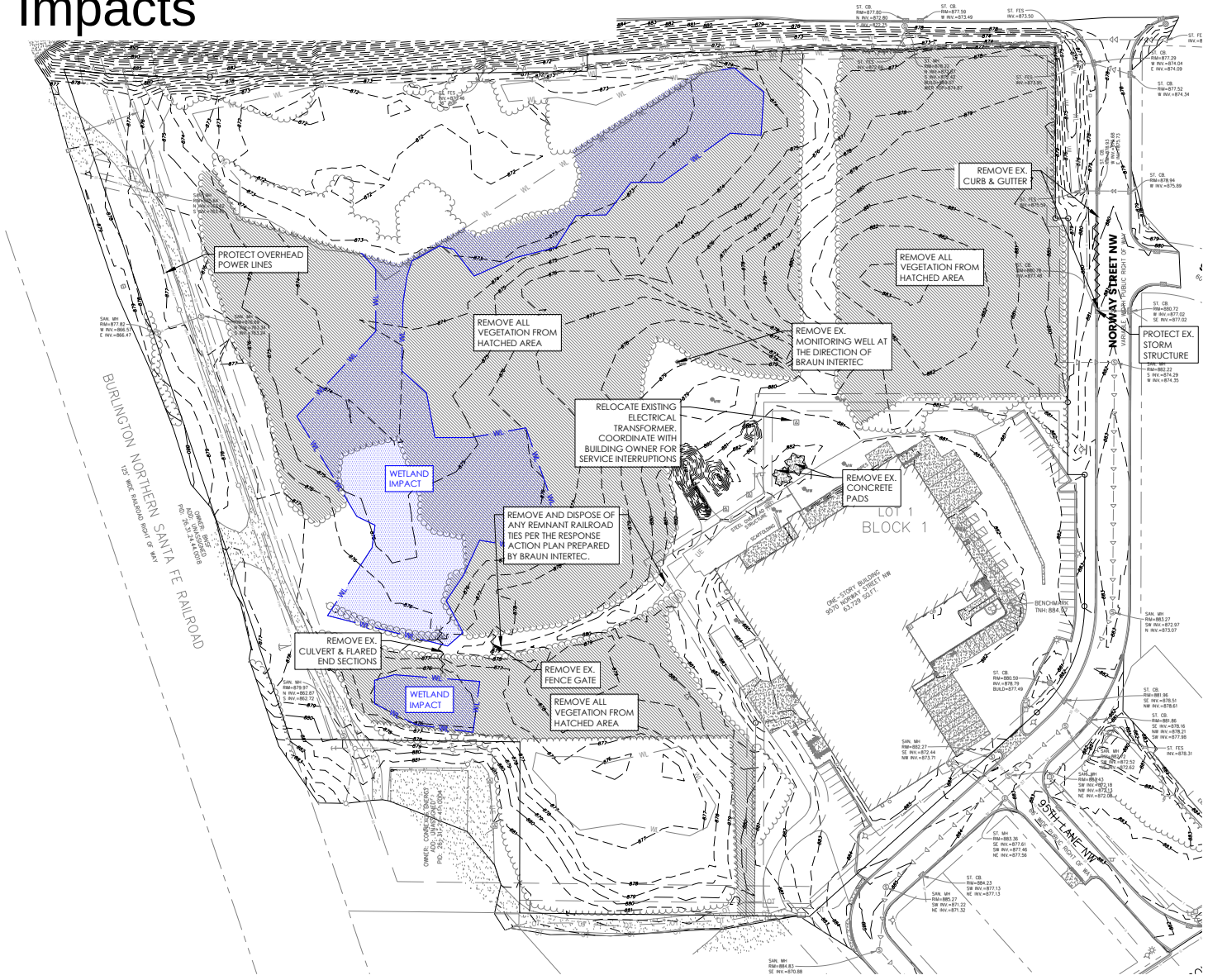
Project #: 26-106
Drawn By: JW
Checked By: PM /JM
Issue Date: 5/11/2026
Sheet Title:

**PHASE 2 EROSION CONTROL**

Sheet: **C6.1**

G:\Shared Drives\Active Projects\Coon Rapids\UP Industrial\CAD\Sheets\26-106_C6.0 EROSION CONTROL PLANS.dwg

# Figure 4: Wetland Impacts




## LEGEND

| EXISTING | PROPOSED | |
|---|---|---|
| | | PROPERTY BOUNDARY |
| | | LOT LINE |
| | | SETBACK LINE |
| | | RIGHT OF WAY LINE |
| | | EASEMENT |
| | | STANDARD CURB AND GUTTER |
| | | FENCE |
| | | RETAINING WALL |

## DEMOLITION NOTES

1. DEMOLITION NOTES ARE NOT COMPREHENSIVE. CONTRACTOR SHALL VISIT THE SITE PRIOR TO CONSTRUCTION TO OBTAIN A CLEAR UNDERSTANDING OF THE INTENDED SCOPE OF WORK.
2. THE DESIGN SHOWN IS BASED ON ENGINEER'S UNDERSTANDING OF EXISTING CONDITIONS. **THE EXISTING CONDITIONS SHOWN ON THIS PLAN ARE BASED UPON ALTA AND TOPOGRAPHIC MAPPING PREPARED BY HILL INC. DATED 04-09-26.** IF CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS WITHOUT EXCEPTION, CONTRACTOR SHALL HAVE MADE, AT OWN EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR AND SUBMIT IT TO THE OWNER FOR REVIEW.
3. THE CONTRACTOR IS RESPONSIBLE FOR DEMOLITION, REMOVAL, AND DISPOSING IN ALOCATION APPROVED BY ALL GOVERNING AUTHORITIES AND IN ACCORDANCE WITH APPLICABLE CODES, OF ALL STRUCTURES, PADS, WALLS, FLUMES, FOUNDATIONS, PARKING, DRIVES, DRAINAGE STRUCTURES, UTILITIES, ETC., SUCH THAT THE IMPROVEMENTS SHOWN ON THE PLANS CAN BE CONSTRUCTED. ALL FACILITIES TO BE REMOVED SHALL BE UNDERCUT TO SUITABLE MATERIAL AND BROUGHT TO GRADE WITH SUITABLE COMPACTED FILL MATERIAL PER THE GEOTECHNICAL REPORT AND/OR GEOTECHNICAL ENGINEER.
4. CLEARING AND GRUBBING: CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL DEBRIS FROM THE SITE AND DISPOSING THE DEBRIS IN A LAWFUL MANNER. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED FOR DEMOLITION AND DISPOSAL.
5. . CONTRACTOR IS RESPONSIBLE FOR THE DISCONNECTION OF UTILITY SERVICES TO EXISTING BUILDINGS PRIOR TO DEMOLITION OF THE BUILDINGS.
6. CONTRACTOR SHALL COORDINATE WITH RESPECTIVE UTILITY COMPANIES PRIOR TO REMOVAL AND/OR RELOCATION OF UTILITIES. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES CONCERNING PORTIONS OF WORK WHICH MAY BE PERFORMED BY THE UTILITY COMPANIES' FORCES AND ANY FEES WHICH ARE TO BE PAID TO UTILITY COMPANIES FOR SERVICES. CONTRACTOR IS RESPONSIBLE FOR PAYING ALL FEES AND CHARGES.
7. CONTRACTOR IS SPECIFICALLY CAUTIONED THAT LOCATIONS OF EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN DETERMINED FROM INFORMATION AVAILABLE. ENGINEER ASSUMES NO RESPONSIBILITY FOR THE UTILITY MAPPING ACCURACY. PRIOR TO START OF ANY DEMOLITION ACTIVITY, THE CONTRACTOR SHALL NOTIFY UTILITY COMPANIES 48 HOURS PRIOR TO ANY EXCAVATION FOR ON-SITE LOCATIONS OF EXISTING UTILITIES. THE LOCATIONS OF UTILITIES SHALL BE OBTAINED BY THE CONTRACTOR BY CALLING MINNESOTA GOPHER STATE ONE CALL AT 800-252-1166.
8. THE MAPPING LOCATION OF ALL EXISTING SEWERS, PIPING, AND UTILITIES SHOWN ARE NOT TO BE INTERPRETED AS THE EXACT LOCATION, OR AS THE ONLY OBSTACLES THAT MAY OCCUR ON THE SITE. VERIFY EXISTING CONDITIONS AND PROCEED WITH CAUTION AROUND ANY ANTICIPATED FEATURES. GIVE NOTICE TO ALL UTILITY COMPANIES REGARDING DESTRUCTION AND REMOVAL OF ALL SERVICE LINES AND CAP ALL LINES BEFORE PROCEEDING WITH WORK. UTILITIES DETERMINED TO BE ABANDONED SHALL BE REMOVED IF UNDER THE BUILDING INCLUDING 10' BEYOND FOUNDATIONS.
9. ELECTRICAL, TELEPHONE, CABLE, WATER, FIBER OPTIC CABLE AND/OR GAS LINES NEEDING TO BE REMOVED OR RELOCATED SHALL BE COORDINATED WITH THE AFFECTED UTILITY COMPANY. ADEQUATE TIME SHALL BE PROVIDED FOR RELOCATION AND CLOSE COORDINATION WITH THE UTILITY COMPANY IS NECESSARY TO PROVIDE A SMOOTH TRANSITION IN UTILITY SERVICE. CONTRACTOR SHALL PAY CLOSE ATTENTION TO EXISTING UTILITIES WITHIN THE ROAD RIGHT OF WAY DURING CONSTRUCTION.
10. CONTRACTOR MUST PROTECT THE PUBLIC AT ALL TIMES WITH FENCING, BARRICADES, ENCLOSURES, ETC., TO THE BEST PRACTICES.
11. CONTINUOUS ACCESS SHALL BE MAINTAINED FOR THE SURROUNDING PROPERTIES AT ALL TIMES DURING DEMOLITION OF THE EXISTING FACILITIES
12. PRIOR TO DEMOLITION OCCURRING, ALL EROSION CONTROL DEVICES ARE TO BE INSTALLED AND APPROVED BY THE LOCAL AUTHORITY.
13. CONTRACTOR SHALL LIMIT SAW-CUT & PAVEMENT REMOVAL TO ONLY THOSE AREAS WHERE IT IS REQUIRED AS SHOWN ON THESE CONSTRUCTION PLANS BUT IF ANY DAMAGE IS INCURRED ON ANY OF THE SURROUNDING PAVEMENT, ETC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ITS REMOVAL AND REPAIR.
14. CONTRACTOR TO PROTECT EXISTING FEATURES WHICH ARE TO REMAIN. DAMAGE TO ANY EXISTING CONDITIONS TO REMAIN WILL BE REPLACED AT CONTRACTOR'S EXPENSE.
15. ABANDON OR REMOVE ALL SANITARY, WATER AND STORM SERVICES PER CITY STANDARDS. COORDINATE ALL WORK WITH CITY. ALL STREET RESTORATION SHALL BE COMPLETED IN COMPLIANCE WITH LOCAL STANDARDS.
16. CONTRACTOR SHALL PREPARE AND SUBMIT TO THE GOVERNING AUTHORITY A TRAFFIC AND/OR PEDESTRIAN TRAFFIC PLAN PER CITY/COUNTY/STATE STANDARDS TO BE APPROVED BY THE LOCAL GOVERNING AUTHORITY.

measure

Client:
UNITED PROPERTIES
250 NICOLLET MALL SUITE 500
MINNEAPOLIS, MINNESOTA 55401

Project Title:
RIVER NORTH INDUSTRIAL CENTER
COON RAPIDS, MINNESOTA

I hereby certify that this plan, specifications 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.

NOT FOR CONSTRUCTION

Peter J. Moreau, PE
Date: XX.XX.XX Lic. No.: 53735

| Rev. | Date | Description |
|---|---|---|
| | 5/11/2026 | CITY SUBMITTAL |
| | 5/21/2026 | PRICING REV. |
| | 6/10/2026 | CCWD SUBMITTAL |

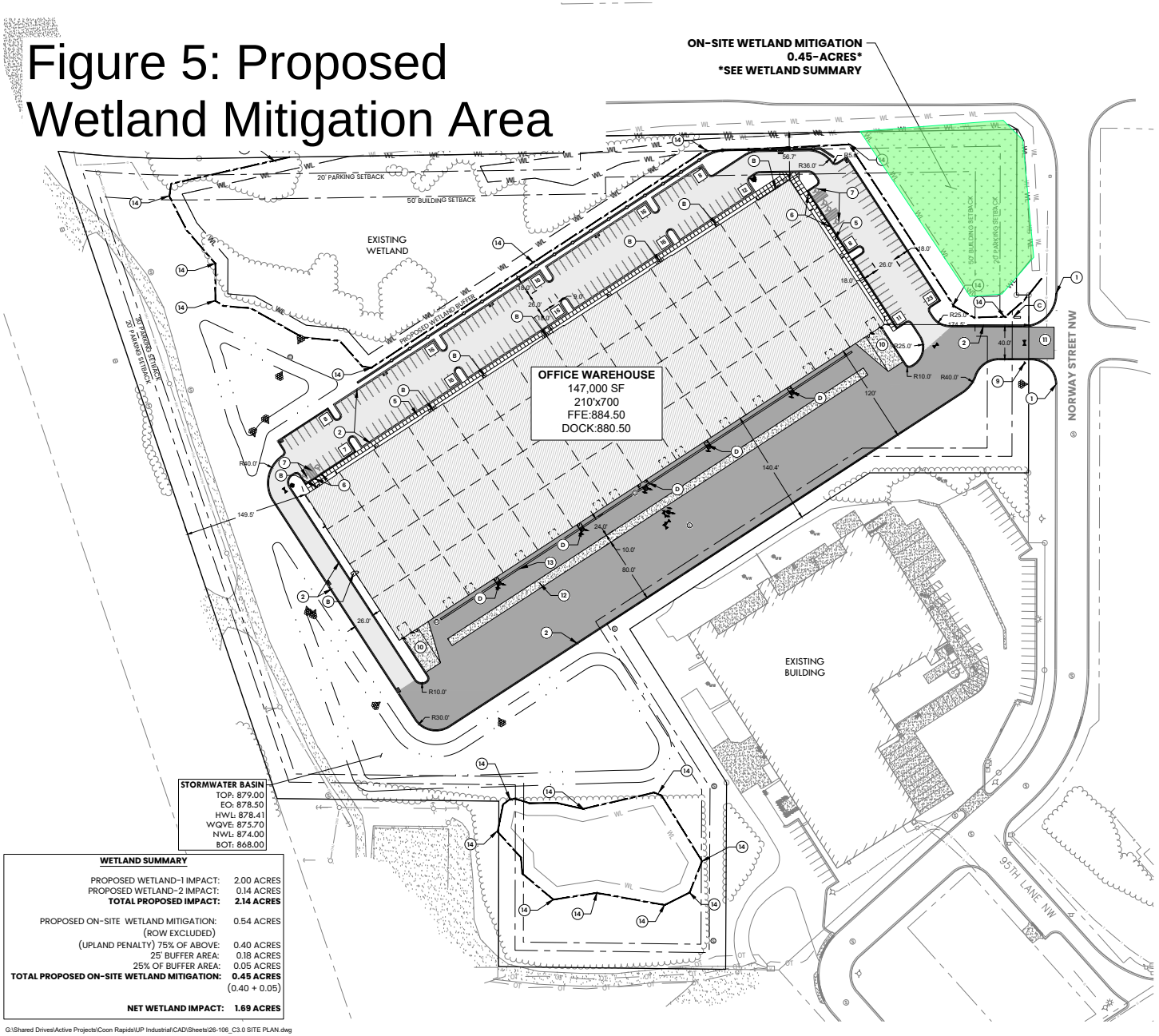
Project #: 26-106
Drawn By: JW
Checked By: PM /JM
Issue Date: 5/11/2026
Sheet Title:

**DEMOLITION PLAN**

Sheet:
**C2.0**

G:\Shared Drives\Active Projects\Coon Rapids\UP Industrial\CAD\Sheets\26-106_C2.0 DEMOLITION PLAN.dwg

# Figure 5: Proposed Wetland Mitigation Area




**WETLAND SUMMARY**

| | |
|---|---|
| PROPOSED WETLAND-1 IMPACT: | 2.00 ACRES |
| PROPOSED WETLAND-2 IMPACT: | 0.14 ACRES |
| **TOTAL PROPOSED IMPACT:** | **2.14 ACRES** |
| PROPOSED ON-SITE WETLAND MITIGATION: (ROW EXCLUDED) | 0.54 ACRES |
| (UPLAND PENALTY) 75% OF ABOVE: | 0.40 ACRES |
| 25' BUFFER AREA: | 0.18 ACRES |
| 25% OF BUFFER AREA: | 0.05 ACRES |
| **TOTAL PROPOSED ON-SITE WETLAND MITIGATION:** | **0.45 ACRES** (0.40 + 0.05) |
| **NET WETLAND IMPACT:** | **1.69 ACRES** |

G:\Shared Drives\Active Projects\Coon Rapids\UP Industrial\CAD\Sheets\26-106_C3.0 SITE PLAN.dwg

## LEGEND

**PROPOSED**

- PROPERTY BOUNDARY
- SETBACK LINE
- RIGHT OF WAY LINE
- EASEMENT
- STANDARD CURB AND GUTTER
- HEAVY DUTY BITUMINOUS PAVEMENT
- LIGHT DUTY BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK
- HEAVY DUTY CONCRETE PAVEMENT
- WETLAND MITIGATION
- FENCE
- RETAINING WALL (BY OTHERS)
- TRAFFIC SIGN
- LIGHT POLE

## DEVELOPMENT SUMMARY

**ZONING INFORMATION**

| | |
|---|---|
| CURRENT SITE ZONING: | INDUSTRIAL |
| PROPOSED SITE ZONING: | INDUSTRIAL |

**SITE DATA**

| | |
|---|---|
| GROSS SITE AREA: | 16.7 AC |
| LOT 1, BLOCK 1 | 16.7 AC |

| | REQUIRED | PROPOSED |
|---|---|---|
| **BUILDING SETBACKS** | | |
| FRONT - NORTH: | 35' | 55.6' |
| SIDE - EAST: | 35' | 174.5' |
| SIDE - WEST: | 25' | 149.5' |
| REAR - SOUTH: | 25' | 140.4' |
| **PARKING** | | |
| LIGHT INDUSTRY (147,000 SF / 1,000 SF) | 147 STALLS 1 PER 1K SF | 173 STALLS 1.18 PER 1K SF |
| **PARKING DIMENSIONS** | | |
| STALL DIMENSIONS | 9' x 18' | 9' x 18' |
| DRIVE AISLE WIDTH | 24' MIN. | 26' |
| **BUILDING COVERAGE** | 50% | 20.18% |
| **IMPERVIOUS SURFACE** | 85% | 47% (7.8 AC) |

## KEYNOTES

1. MATCH EXISTING
2. B6-12 CURB & GUTTER - SEE DETAIL ON SHEET C8.1
3. CURB TRANSITION- SEE GRADING PLAN
4. FLUSH CURB - SEE DETAIL ON SHEET C8.1
5. CONCRETE SIDEWALK - PRIVATE -SEE DETAIL ON SHEET C8.1
6. ADA SIGNAGE & BOLLARDS - SEE DETAIL ON SHEET C8.1
7. ADA PARKING STRIPING - SEE DETAIL ON SHEET C8.1
8. PEDESTRIAN RAMP - SEE DETAIL ON SHEET C8.1
9. STOP SIGN - SEE DETAIL ON SHEET C8.1
10. VEHICULAR RAMP
11. CONCRETE DRIVEWAY APRON - SEE DETAIL ON SHEET C8.7
12. HEAVY DUTY CONCRETE DOLLY PAD SEE DETAIL
13. TRENCH DRAIN - SEE DETAIL
14. WETLAND BUFFER SIGN - SEE DETAIL

**DESIGN/ SELECTION BY OTHERS**

- (A) LIGHT POLE WITH FOUNDATION - SEE ELECTRICAL PLANS
- (B) ARCHITECTURAL STOOP - COORDINATE WITH STRUCTURAL
- (C) MONUMENT SIGNAGE - SEE ARCH.
- (D) METAL STEPS AND RAILING - SEE ARCH.

SCALE 0 60 120 IN FEET

measure

Client:
UNITED PROPERTIES
250 NICOLLET MALL SUITE 500
MINNEAPOLIS, MINNESOTA 55401

Project Title:
RIVER NORTH INDUSTRIAL CENTER
COON RAPIDS, MINNESOTA

I hereby certify that this plan, specifications 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.

NOT FOR CONSTRUCTION

Peter J. Moreau, PE
Date: XX.XX.XX Lic. No.: 53735

| Rev. | Date | Description |
|---|---|---|
| | 5/11/2026 | CITY SUBMITTAL |
| | 5/21/2026 | PRICING REV. |
| | 6/10/2026 | CCWD SUBMITTAL |

Project #: 26-106
Drawn By: JW
Checked By: PM /JM
Issue Date: 5/11/2026
Sheet Title: SITE PLAN
Sheet: C3.0

COON CREEK WATERSHED DISTRICT

# Permit Application Review Report
# Date: 7/8/2026

## Board Meeting Date: 7/13/2026
## Agenda Item: 14

Applicant/Landowner:
Montean Properties, LLC
Attn: Mark Montean
1230 Sycamore Lane N Suite 100
Plymouth, MN 55441

**Project Name:** Montean Meadows

**Project PAN:** P-26-021

**Project Purpose:** single family home development with streets, utilities and associated stormwater management features

**Project Location:** 3621 - 131st Ave NE, Blaine

**Site Size:** size of parcel - 39.68 acres; size of disturbed area - 41.5 acres; size of regulated impervious surface - 13.82 acres

**Applicable District Rule(s):** Rule 2, Rule 3, Rule 4, Rule 5, Rule 6

---

**Recommendation:** Approve with 6 Conditions and 3 Stipulations

---

**Description:** The project is proposing the construction of a new 86 lot single family home development with streets, utilities, and associated stormwater treatment features. The project will disturb 41.5 acres and create 13.82 acres of regulated impervious surface. The applicable District Rules are stormwater management (Rule 3), Soils and Erosion Control (Rule 4), Wetland (Rule 5) and Floodplain (Rule 6). 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 $166,000.00 and execute a signed escrow agreement.

Rule 3.0 – Stormwater Management

2. Provide written authorization from the City of Blaine for the increase in discharge rates.
3. Provide written authorization from the City of Blaine for retrofit and utilization of the offsite stormwater practice.

Rule 4.0 – Soils and Erosion Control

4. Update the Erosion Control Plan to include the following:
    a. A note to stabilize soils and soil stockpiles within 24 hours of inactivity.

b. Show inlet protection on construction plans.

Rule 5.0 – Wetlands

5. TEP approval of the replacement plan is required.
6. Provide verification of withdrawal of wetland credits as required by an approved replacement plan.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Submittal of as-builts for the stormwater management practices and associated structures listed in Table 2, including volume, critical elevations and proof of installation for hydrodynamic separators.

**Exhibits:**

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|---|---|---|---|
| SWPPP | Carlson Engineering | 05/21/2026 | 05/21/2026 |
| Construction Plans | Carlson Engineering | 06/19/2026 | 06/19/2026 |
| Permit Application | Mark Montean | 04/06/2026 | 04/08/2026 |
| Stormwater Management Plan | Carlson Engineering | 06/19/2026 | 06/19/2026 |
| MIDS - W, NW, E, Ditch | Carlson Engineering | 06/08/2026 | 06/19/2026 |
| Joint Application | Kjolhaug Environmental Services | 04/14/2026 | 04/15/2026 |

# Findings

**Fees and Escrows (Rule 2.7):** The applicant has submitted a $15,900.00 review and inspection fee and deposit which corresponds with the sum of fees associated with the following rules. Rule 3.0 ($3,000 + $100/86 lots), Rule 4.0 ($3,000 for 41.5 acres of land disturbance proposed), Rule 5.0 ($550 for a replacement plan), Rule 6.0 ($300 for floodplain impact),

The applicant will be required to submit a performance escrow in the amount of $166,000.00. This corresponds to $4,000/acre of disturbance (41.5 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 10000 sf or more of new or fully reconstructed impervious surface.

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

Rate Control: Peak stormwater flow rates at the East offsite and CD 62 discharge points increase from the pre-development condition for the 2 years 24-hour precipitation event as shown in Table 1. The increase will need approval from the City of Blaine. 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 |
| Northwest | 0.54 | 0.54 | 2.21 | 1.08 | 7.02 | 2.96 |
| West | 2.04 | 1.97 | 4.38 | 4.32 | 9.22 | 9.15 |
| Southeast | 1.42 | 0.23 | 2.46 | 0.49 | 4.68 | 1.05 |
| East offsite | 0.62 | 0.96 | 3.16 | 1.63 | 7.1 | 6.42 |
| CD 62 | 0.45 | 0.53 | 1.99 | 0.64 | 7.1 | 6.42 |
| North | 0.04 | 0.00 | 0.23 | 0.00 | 2.1 | 0.28 |

**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 601,999 $ft^2$.

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

| Drainage Area | Impervious required to be treated ($ft^2$) | Proposed SMP | TP Removal Factor | Required Water Quality Volume ($ft^3$) | Water Quality Volume Provided ($ft^3$) |
|---|---|---|---|---|---|
| Untreated (30S, 63S) | 13,345 | Untreated | N/A | 1,223 | 0 |
| SFH Residential Non-Drivable Impervious Surfaces (S61A, S62A, 30S) | 15,239 | Effectively treated per Rule 3.3.3.3 | 1 | 1,397 | 1,397 |
| Pond P101 (S1000,S40A, S40B, 41S, 42S, 43S, S101B, S101A) | 518,706 | Pond 101 | 0.5 | 95,096 | 143,005 |
| Ex Pond w Bench P100 (S100, 10S) | 54,709 | Existing Pond 100 w filtration bench (P17-189) | 0.5 | 10,030 | 4,588 |
| **Totals:** | **601,999** | | | **107,746** | **148,990** |

**Table 2.**

Infiltration may not be used as a volume control practice because the practices 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 December 2024 has been submitted which indicates that seasonally high saturated soils are likely at an approximate elevation of 892.5 and 895 ft NAVD 88. The bottom of an infiltration system would need to be at elevation 899.5-902 or above. This is infeasible because of existing 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.

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 |
|---|---|
| Northwest | 67 |
| West | 84 |
| Southeast | NA, no new impervious |
| East Offsite | 32 |
| East to CD 62 | 85 |
| North | NA, no new impervious |

**Table 3.**

The TSS removal standard is met at most discharge points as shown in Table 3. The east offsite discharge area is a small portion of the street and homes that cannot be routed to a treatment features. Some TSS is removed through disconnected impervious.

The full water quality volume cannot be cost-effectively treated on site because of extensive storm sewer routing required for capturing work on 131st Avenue. The applicant proposed utilizing and retrofitting an existing offsite City pond for some of the required treatment.

Discharges to Wetlands: Stormwater from the proposed project is being discharged into the following wetlands.

| Wetland ID | W40B |
|---|---|
| Wetland Type | Moderately Susceptible |
| Change of Bounce 2-yr (ft) | -0.1 |
| Change of Bounce 10-yr (ft) | -0.5 |
| Change of Inflow Velocity (fps) | 1.2 |
| Change of Inundation on 2-yr (hrs) | 3.9 |
| Change of Inundation on 10-yr (hrs) | 4.3 |
| Change of Run out Control (ft) | -0.6 |

| Wetland ID | W40A |
|---|---|
| Wetland Type | Moderately Susceptible |
| Change of Bounce 2-yr (ft) | 0 |
| Change of Bounce 10-yr (ft) | 0 |
| Change of Inflow Velocity (fps) | 0.53 |
| Change of Inundation on 2-yr (hrs) | 3.9 |
| Change of Inundation on 10-yr (hrs) | 4.3 |
| Change of Run out Control (ft) | 0 |

**Table 4.**

The proposed project exceeds the standard for Wetland W40A for chance in bounce for the 2- and 10-year events. This has been reviewed and no adverse impacts are anticipated.

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 elevation proposed is 901 ft or 902 ft NAVD 88. The applicable 100-year high water level is 898.4 ft and 897.1 ft NAVD 88 and the applicable emergency overflow is at 898 ft NAVD 88. 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.

The proposed project is a new plat or development project and includes a public ditch. Therefore, ditch maintenance easements must be provided on the plat. The Public Ditch within the project is CD 59-6, so a maintenance easement of 100 ft (50 ft on either side of the centerline) must be provided.

All required maintenance easements have been provided on the plans.

Maintenance Agreements: All proposed stormwater management practices will be maintained as part of standard municipal public work activities. Therefore, no maintenance agreement 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 59. The soils affected by the project includes Zimmerman, Lino and Isanti 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 a stabilized construction entrance, street sweeping, and perimeter control. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 24 hours of inactivity and inlet protection is not shown on the plan set. The site does require an NPDES permit. See attached Figure 3: Soils and Erosion Control.

**Wetlands (Rule 5.0)**
Rule 5.0 applies to the proposed project because it includes activities which result in the filling, draining, excavating or other altering the hydrology of a wetland.

Wetlands were delineated under PAN W22-020. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 08/17/2022.

The applicant submitted a joint application form requesting a Replacement Plan decision on 04/14/2026. The application was noticed to the TEP on 04/16/2026. Wetland impacts are proposed through fill in 7 locations. The applicant has provided an alternatives analysis which discusses wetland impact avoidance, minimization, and mitigation. A wetland impact summary is outlined below.

| Wetland ID | Impact Type (F/D/E) | Impacts (sf) | Impact Duration (T/P) | Replacement Ratio | Required Mitigation (sf) |
|---|---|---|---|---|---|
| 8B | Fill | 1,587 | Permanent | 2:1 | 3,174 |
| 8A | Fill | 1,180 | Permanent | 2:1 | 2,360 |
| 7 | Fill | 2,547 | Permanent | 2:1 | 5,094 |
| 6 | Fill | 5,335 | Permanent | 2:1 | 10,670 |
| 3 | Fill | 7,784 | Permanent | 2:1 | 15,568 |
| 2 | Fill | 2,362 | Permanent | 2:1 | 2,724 |
| 1 | Fill | 275 | Permanent | 2:1 | 550 |

**Table 5.**

Impact replacement will be mitigated through the purchase of wetland bank credits from bank 1762. Bank 1762 is within the required bank service area (BSA 7). The replacement plan has not yet been

approved. See attached Figure 4: Wetland Impacts.

**Floodplain (Rule 6.0)**
Rule 6.0 applies to the proposed project because it includes land disturbing activities within the boundary of the 100-year flood elevation as mapped and modeled by the District.

The regulatory floodplain elevation is 899.3 ft NAVD 88. The application proposes the placement of 365 cubic yards of fill within the floodplain. Compensatory storage is required. The proposed project provides 13,458 cubic yards of compensatory storage, which exceeds the required 1:1 ratio and is within the relevant reach. See attached Figure 5: Floodplain Impacts.

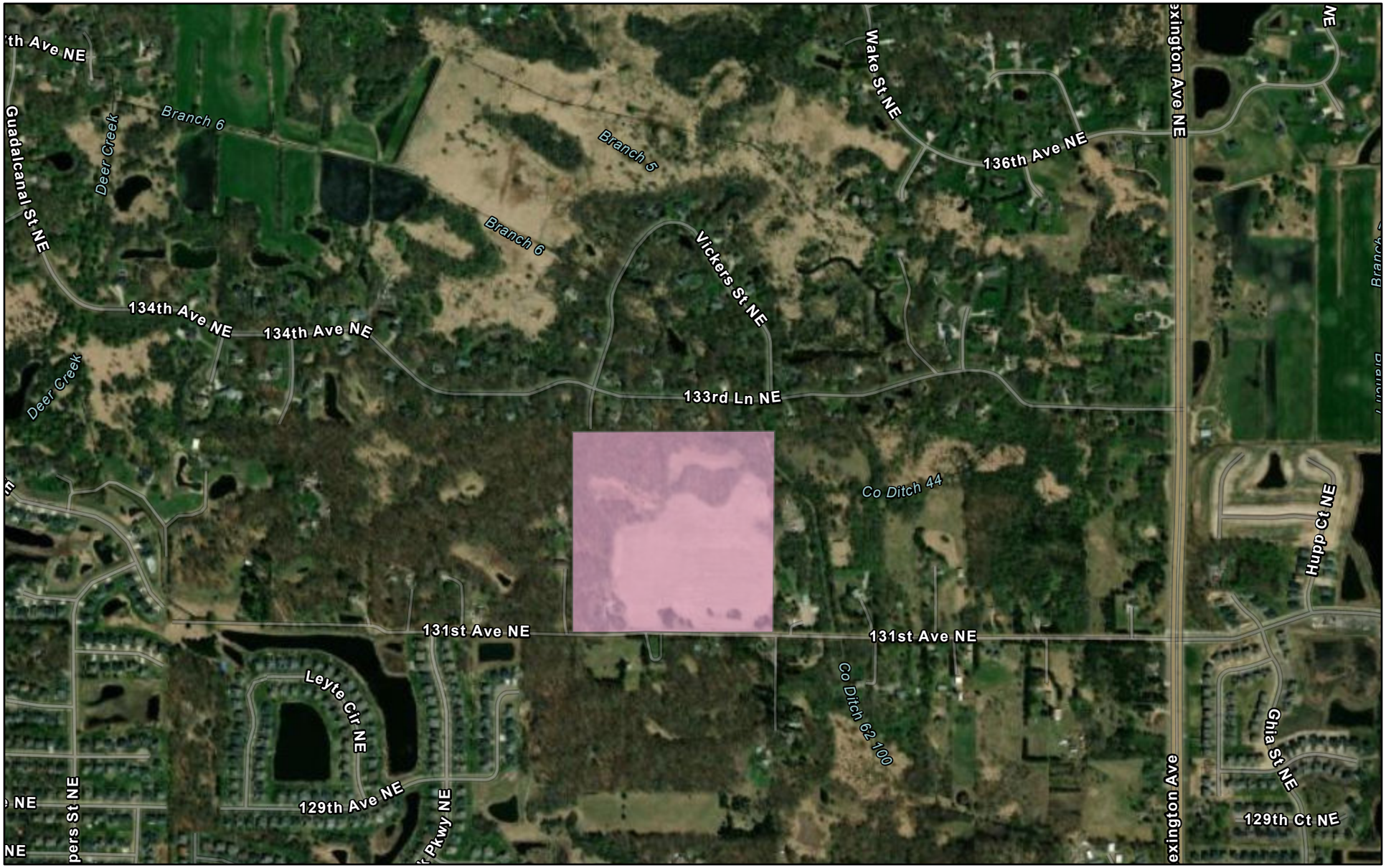
**Drainage, Bridges, Culverts, and Utility Crossings (Rule 7.0)**
The proposed project does not include land disturbing activities which construct, improve, repair, or alter the hydraulic characteristics of a bridge profile control or culvert structure on a creek, public ditch, or major watercourse. 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: Site Location - Montean Meadows




7/8/2026

1:15,319

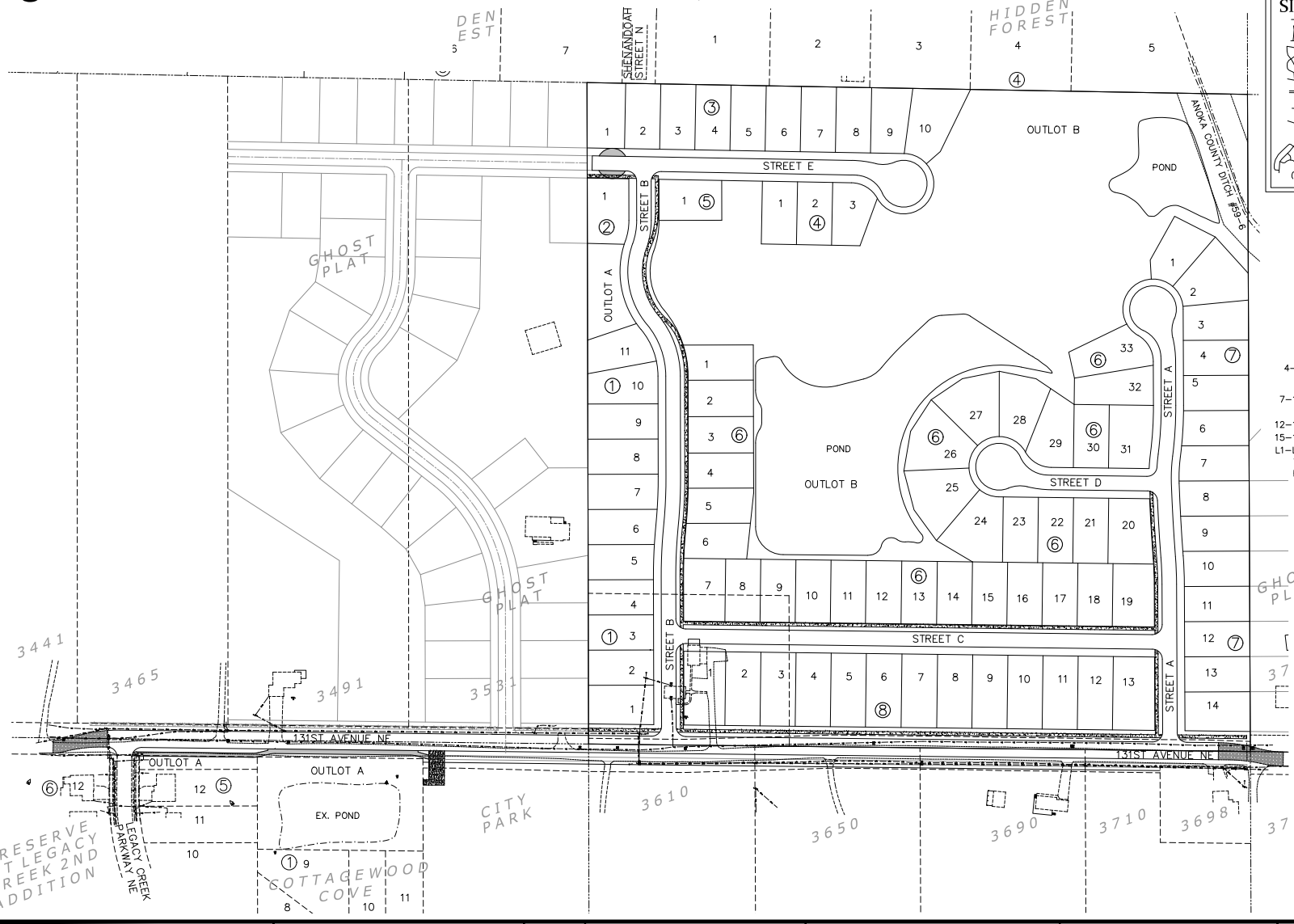
0 0.07 0.15 0.3 mi

0 0.13 0.25 0.5 km

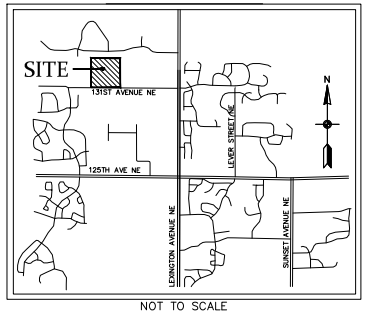
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Source: Esri, Vantor, Earthstar

# Figure 2: Site Plan

# MONTEAN MEADOWS
## BLAINE, MINNESOTA




VICINITY MAP




NOT TO SCALE

*SHEET INDEX*


1. COVER
2. EXISTING CONDITIONS
3. PRELIMINARY PLAT INDEX
4–5. PRELIMINARY PLAT
6. REMOVALS PLAN
8. PRELIMINARY SITE & UTILITY PLAN INDEX
7–10. PRELIMINARY SITE & UTILITY PLAN
11. PRELIMINARY GRADING INDEX
12–14. PRELIMINARY GRADING & EROSION CONTROL PLANS
15–16. DETAILS
L1–L4. LANDSCAPE PLANS
T1. TREE PRESERVATION PLAN
F1. FLOODPLAIN EXHIBIT


N

0 50 100 200
(IN FEET)

BENCHMARK

1. Anoka County Benchmark No. 2006 – Elevation 897.58 ft. (NAVD88)
2. Anoka County Benchmark No. 3096 – Elevation 901.76 ft. (NAVD88)

CALL BEFORE YOU DIG.

811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."


CARLSON ENGINEERING
ENGINEERING SURVEYING PLANNING
2959 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.1990
FAX 763.489.1992
CARLSON-ENGINEERING.COM


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

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 04/03/26 License #: 25063

Drawn: LOC
Designed: BJK
Date: 04/03/26

Revisions:
1. 5/21/26 Per CCWD Comments
2. 6/19/26 Per CCWD Comments

**MONTEAN PROPERTIES, LLC**
1230 Sycamore Lane N
Plymouth, MN 55441

**MONTEAN MEADOWS**
Blaine, Minnesota

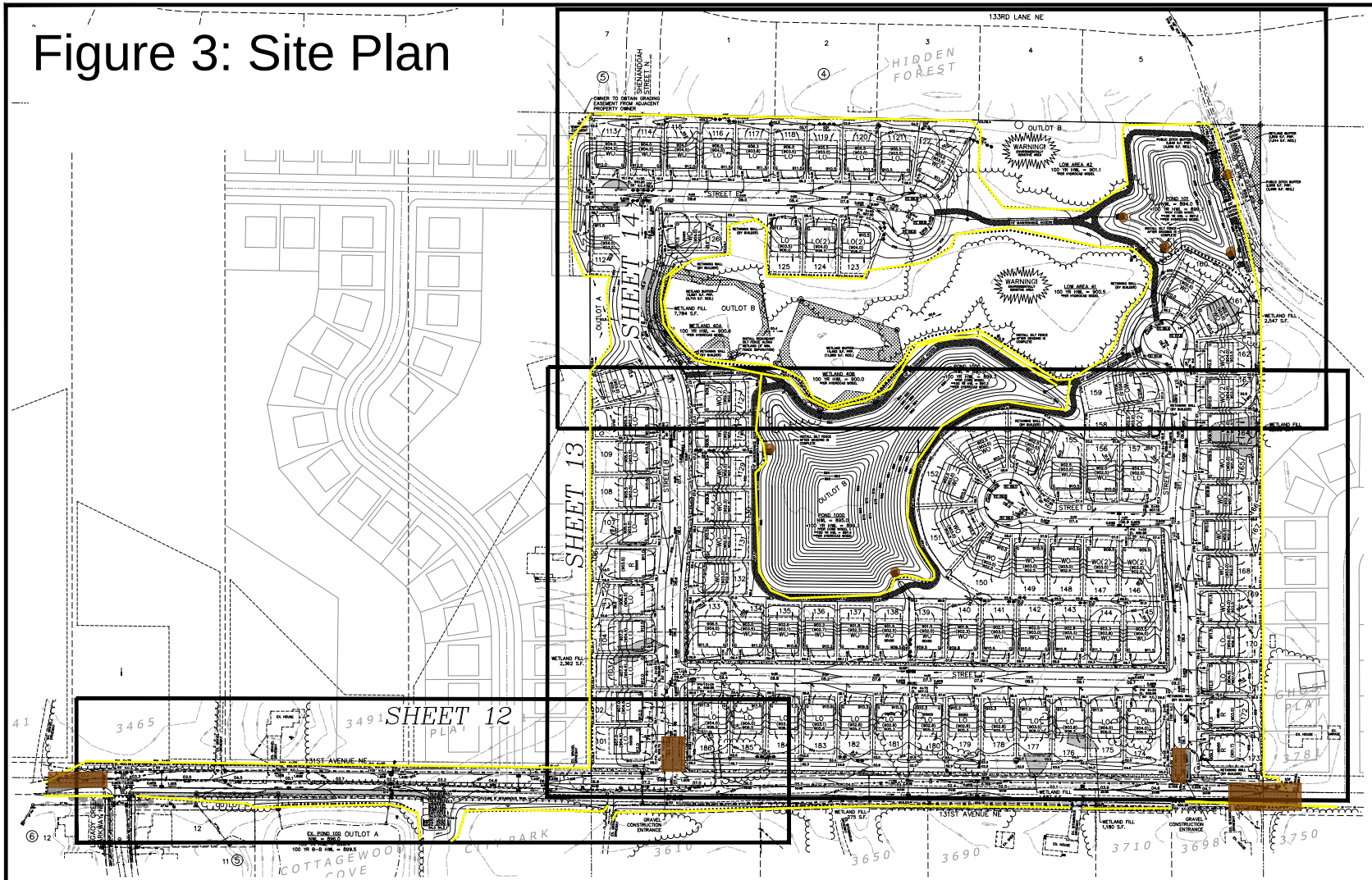
**COVER**

1 of 16

#10143

Save Date: 06/19/26 P:\jobs\10143 - 10180\10143 - 131st avenue ne, blaine - monteancad c3d\engineering\prelimnary\10143_cover.dwg

# Figure 3: Site Plan




## LEGEND

| | EXISTING | PROPOSED |
|---|---|---|
| PROPERTY LINE | | |
| EASEMENT LINE | | |
| CURB LINE | | |
| GRAVEL SURFACE | | |
| BITUMINOUS | | |
| CONCRETE | | |
| SANITARY SEWER | | |
| STORM SEWER | | |
| DRAINTILE | | |
| WATER MAIN | | |
| OVERHEAD UTILITY | | |
| STORM CATCH BASIN | | DENOTES INLET PROTECTION |
| STORM MANHOLE | | |
| MANHOLE | | |
| HYDRANT | | |
| GATE VALVE | | |
| TELEVISION BOX | | |
| TELEPHONE BOX | | |
| UTILITY POLE | | |
| RETAINING WALL | | |
| FENCE | | |
| 10' CONTOUR | 890 | 890 |
| 2' CONTOUR | 892 | 892 |
| RCWD FLOODPLAIN | RCWD | RCWD |
| WETLAND LINE | | |
| SPOT ELEVATION | 00.0 | 00.0 |
| EMERGENCY OVERFLOW | | E.O.F. 000.0 |
| SILT FENCE | | |
| TREE FENCE | | |
| GRADING LIMITS | | |
| TREELINE | | |
| INFILTRATION AREA | | |
| MAINTENANCE ACCESS | | |
| WELL | | |
| LIGHT POLE | | |
| FLAG POLE | | |
| ELECTRIC BOX | | |
| TELEPHONE BOX | | |
| TELEVISION BOX | | |
| SIGN | | |
| GEOTECH SOIL BORING | | |
| AMENDED SOILS | | |

## NOTES

1. SITE IS LOCATED WITHIN THE BOUNDARIES OF THE COON CREEK WATERSHED DISTRICT.
2. SOIL STOCKPILES SHALL BE FITTED BY SEDIMENT-TRAPPING MEASURES AND STABILIZED WITHIN 7 DAYS OF INACTIVITY.
3. STREET SWEEPING SHALL TAKE PLACE BY THE END OF DAY (IF REQUIRED).
4. EROSION CONTROL AND SEDIMENT CONTROL DEVICES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
5. WETLAND BUFFER SIGNS SHALL BE INSTALLED IMMEDIATELY AFTER PROJECT GRADING IS COMPLETED.
6. THE DNR DEWATERING PERMIT MUST BE OBTAINED PRIOR TO ANY DEWATERING ACTIVITY. THE DEWATERING PLAN MUST BE SUBMITTED TO THE COON CREEK WATERSHED DISTRICT AT LEAST 7 DAYS PRIOR TO DEWATERING ACTIVITY FOR REVIEW AND APPROVAL.

N

0 50 100 200
(IN FEET)

## BENCHMARK

1. Anoka County Benchmark No. 2006 – Elevation 897.58 ft. (NAVD88)
2. Anoka County Benchmark No. 3096 – Elevation 901.76 ft. (NAVD88)

CALL BEFORE YOU DIG

811 Know what's **below.** **Call** before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

## WETLAND/PUBLIC DITCH BUFFER SUMMARY (10' MIN/15' AVG)

WETLAND BUFFER AREA = 39,015 SF (0.90 AC)
[REQUIRED BUFFER = 30,910 SF (0.71 AC)

WETLAND BUFFER SIGN

## WETLAND SUMMARY

WETLAND IMPACT = 21,070 S.F.

WETLAND REPLACEMENT CREDITS WILL BE PURCHASED IN LIEU OF ONSITE REPLACEMENT


CARLSON ENGINEERING SURVEYING PLANNING
3959 HIGHWAY 36 WEST, SUITE 105
ST. ANTHONY, MN 55422
TEL 763.478.8710
FAX 763.478.8720
CARLSON-ENGINEERING.COM


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

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 04/03/26 License #: 25063

Drawn: LOC
Designed: BJK
Date: 04/03/26

Revisions:
1. 5/21/26 Per CCWD Comments
2. 6/19/26 Per CCWD Comments

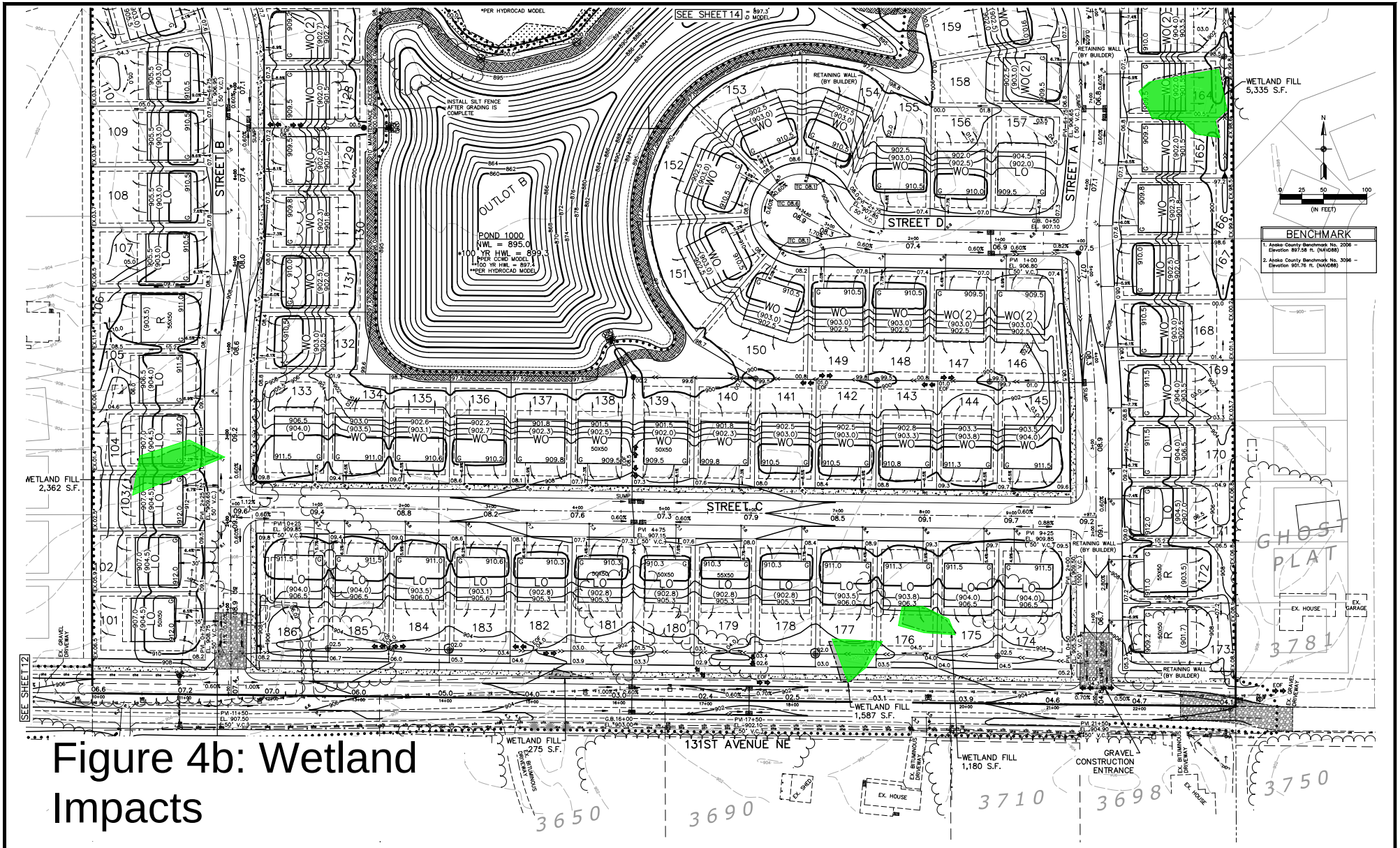
**MONTEAN PROPERTIES, LLC**
1230 Sycamore Lane N
Plymouth, MN 55441

**MONTEAN MEADOWS**
Blaine, Minnesota

**PRELIMINARY GRADING & EROSION CONTROL INDEX**

11 of 16

#10143




# Figure 4b: Wetland Impacts

CARLSON ENGINEERING | ENGINEERING SURVEYING PLANNING

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

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 04/03/26 License #: 25063

Drawn: LOC
Designed: BJK
Date: 04/03/26

Revisions:
1. 5/21/26 Per CCWD Comments
2. 6/19/26 Per CCWD Comments

**MONTEAN PROPERTIES, LLC**
1230 Sycamore Lane N
Plymouth, MN 55441

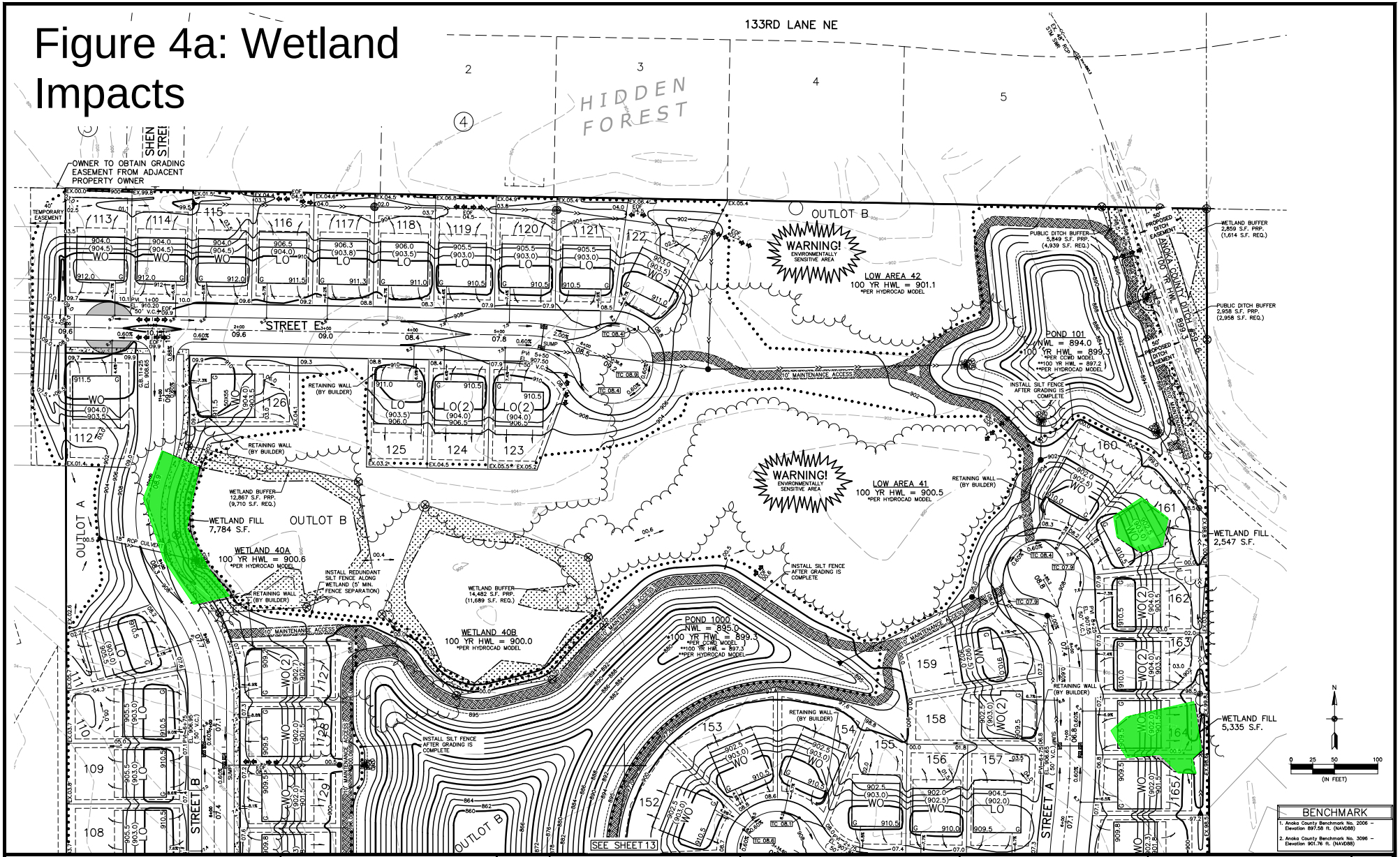
**MONTEAN MEADOWS**
Blaine, Minnesota

**PRELIMINARY GRADING & EROSION CONTROL PLAN**

13 of 16

#10143

# Figure 4a: Wetland Impacts




CARLSON ENGINEERING

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

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 04/03/26 License #: 25063

Drawn: LOC
Designed: BJK
Date: 04/03/26

Revisions:
1. 5/21/26 Per CCWD Comments
2. 6/19/26 Per CCWD Comments

**MONTEAN PROPERTIES, LLC**
1230 Sycamore Lane N
Plymouth, MN 55441

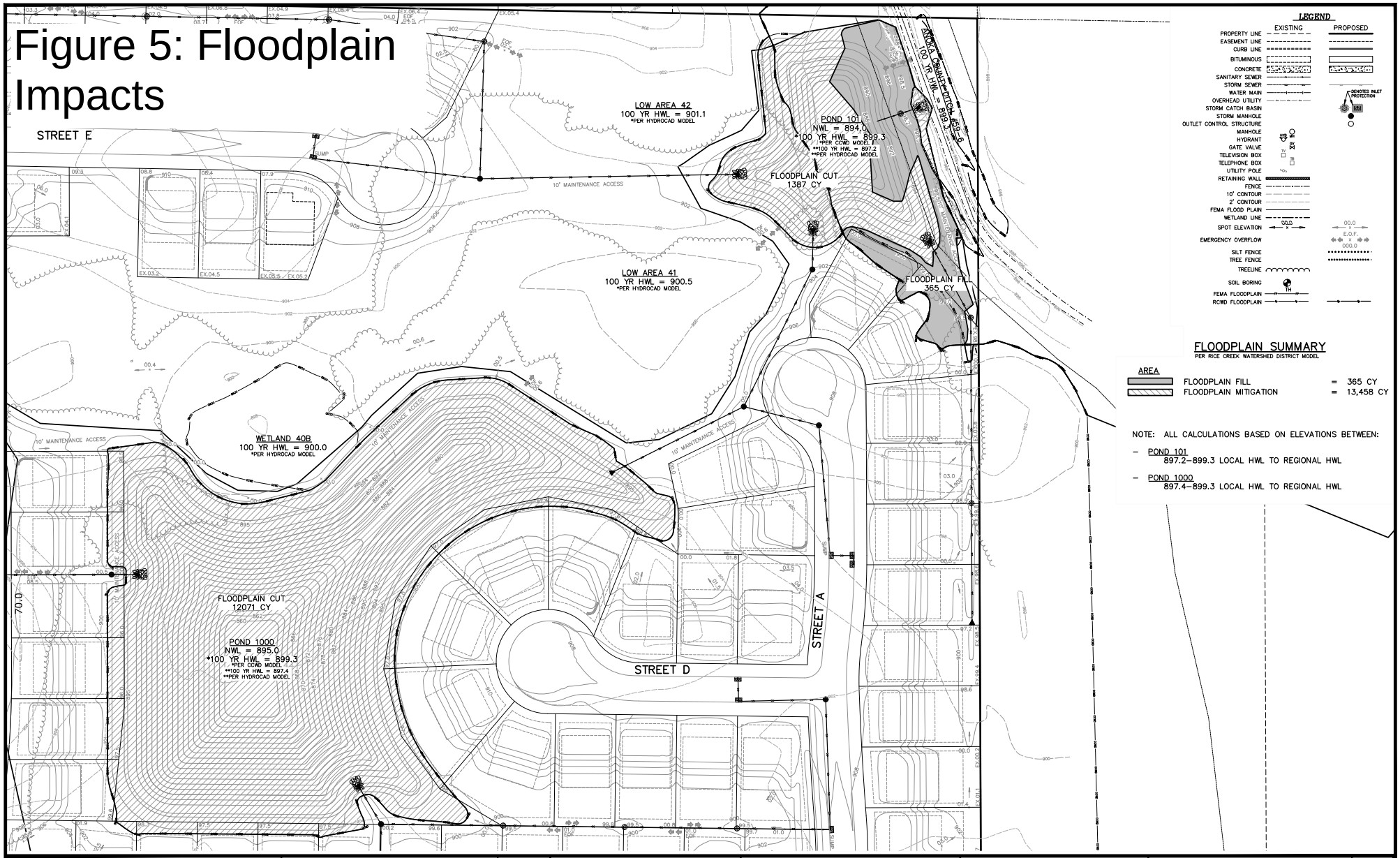
**MONTEAN MEADOWS**
Blaine, Minnesota

**PRELIMINARY GRADING & EROSION CONTROL PLAN**

14 of 16

#10143

# Figure 5: Floodplain Impacts




## FLOODPLAIN SUMMARY

PER RICE CREEK WATERSHED DISTRICT MODEL

| AREA | | |
|---|---|---|
| | FLOODPLAIN FILL | = 365 CY |
| | FLOODPLAIN MITIGATION | = 13,458 CY |

NOTE: ALL CALCULATIONS BASED ON ELEVATIONS BETWEEN:

- POND 101
  897.2–899.3 LOCAL HWL TO REGIONAL HWL
- POND 1000
  897.4–899.3 LOCAL HWL TO REGIONAL HWL


CARLSON ENGINEERING
ENGINEERING SURVEYING PLANNING
3325 PHEASANT RIDGE DR NE
SUITE 500
BLAINE, MN 55449
TEL 763.489.2990
FAX 763.489.2991
CARLSON-ENGINEER.COM


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

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 04/03/26 License #: 25063

Drawn: LDC
Designed: BJK
Date: 04/03/26

Revisions:
1. 5/21/26 Per CCWD Comments
2. 6/19/26 Per CCWD Comments

**MONTEAN PROPERTIES, LLC**
1230 Sycamore Lane N
Plymouth, MN 55441

**MONTEAN MEADOWS**
Blaine, Minnesota

**FLOODPLAIN EXHIBIT**
**FIGURE 4**

F1 of 1

#10143

Save Date: 06/19/26 P:\projects\10143 - 03\10\10143 - 131st avenue ne, blaine - monteanroad cad\engineering\plan\mwater\10143_floodplain exhibit.dwg

COON CREEK WATERSHED DISTRICT

# Permit Application Review Report
# Date: 7/8/2026

## Board Meeting Date: 7/13/2026
## Agenda Item: 15

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

**Project Name:** Blaine Town Center Redevelopment West Side Parking Ramp/Retail

**Project PAN:** P-26-038

**Project Purpose:** Construction of a parking ramp and retail building

**Project Location:** East of Jenkins, south and west of London, north of 105th, Between 105th and 109th, East of NSC and west of Radisson Road NE, Blaine

**Site Size:** size of parcel - 83.0 acres; size of disturbed area - 2.98 acres; size of regulated impervious surface - 2.33 acres

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

---

**Recommendation:** Approve with 2 Conditions and 3 Stipulations

---

**Description:** The project proposes the construction of a parking ramp and retail store within the Blaine Town Center Development. Stormwater treatment for the project is being provided by stormwater ponds proposed in permit application P26-032. The project will disturb 2.98 acres and create 2.33 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 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. Submittal of a performance escrow in the amount of $11,920.00 and execution of a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Provide standard details for energy dissipation at pipe outlets and for temporary stabilization of soils.

**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 P26-032 or elsewhere off site.

**Exhibits:**

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|---|---|---|---|
| Volumes Tables | Loucks | undated | 06/21/2026 |
| Construction Plans | Loucks | 06/10/2026 | 06/10/2026 |
| Stormwater Management Plan | Loucks | 06/22/2026 | 06/21/2026 |

# 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), Rule 4.0 ($2,000 for 2.98 acres of land disturbance proposed).

The applicant will be required to submit a performance escrow in the amount of $11,920.00. This corresponds to $4,000/acre of disturbance (2.98 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 D.

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 |
| Ditch-P | 50.83 | 42.11 | 87.93 | 82.37 | 204.85 | 122.58 |

**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 101,822 $ft^2$.

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

| Drainage Area | Impervious required to be treated ($ft^2$) | Proposed SMP | TP Removal Factor | Required Water Quality Volume ($ft^3$) | Water Quality Volume Provided ($ft^3$) |
|---|---|---|---|---|---|
| 17A-P | 218 | N17P - POND 2 | 0.5 | 40 | 40 |
| 16A-P | 7,851 | PB2 - Biofiltration Basin 6 | 0.65 | 1,107 | 1,107 |

| | | | | | |
|---|---|---|---|---|---|
| 21B-P & 15A-P | 93,753 | ST6 - POND 6 | 0.5 | 17,188 | 17,188 |
| **Totals:** | **101,822** | | | **18,335** | **18,335** |

**Table 2.**

The following pretreatment has been provided:

| SMP ID | Pretreatment Device/Method | Percent TSS Removal |
|---|---|---|
| PB2 - Rain Guardian Turret | Rain Guardian Turret | 80 |

**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 practices 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 a previous Blaine Town Center submittal indicates seasonal high ground water prevents infiltration.

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.

The volume control standard has been met 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 |
|---|---|
| DITCH-P | 89 |

**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 elevation proposed is 904.3 ft NAVD 88. The applicable 100-year high water level is at 898.3 ft NAVD 88 and the applicable emergency overflow is at 897.1 ft 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 includes land disturbing activities of 10000 square feet or more and is within 300 feet of and drains to a waterbody.

The proposed project drains to Ditch 41. The soils affected by the project include Markey, Isanti, Lino 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 stabilized construction entrance, inlet protection, perimeter control and street sweeping. The erosion control plan does not meet District requirements because standard details have not been provided for energy dissipation at pipe outlets or for temporary stabilization. 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: BTC West Side Ramp/Retail Project Location




6/23/2026

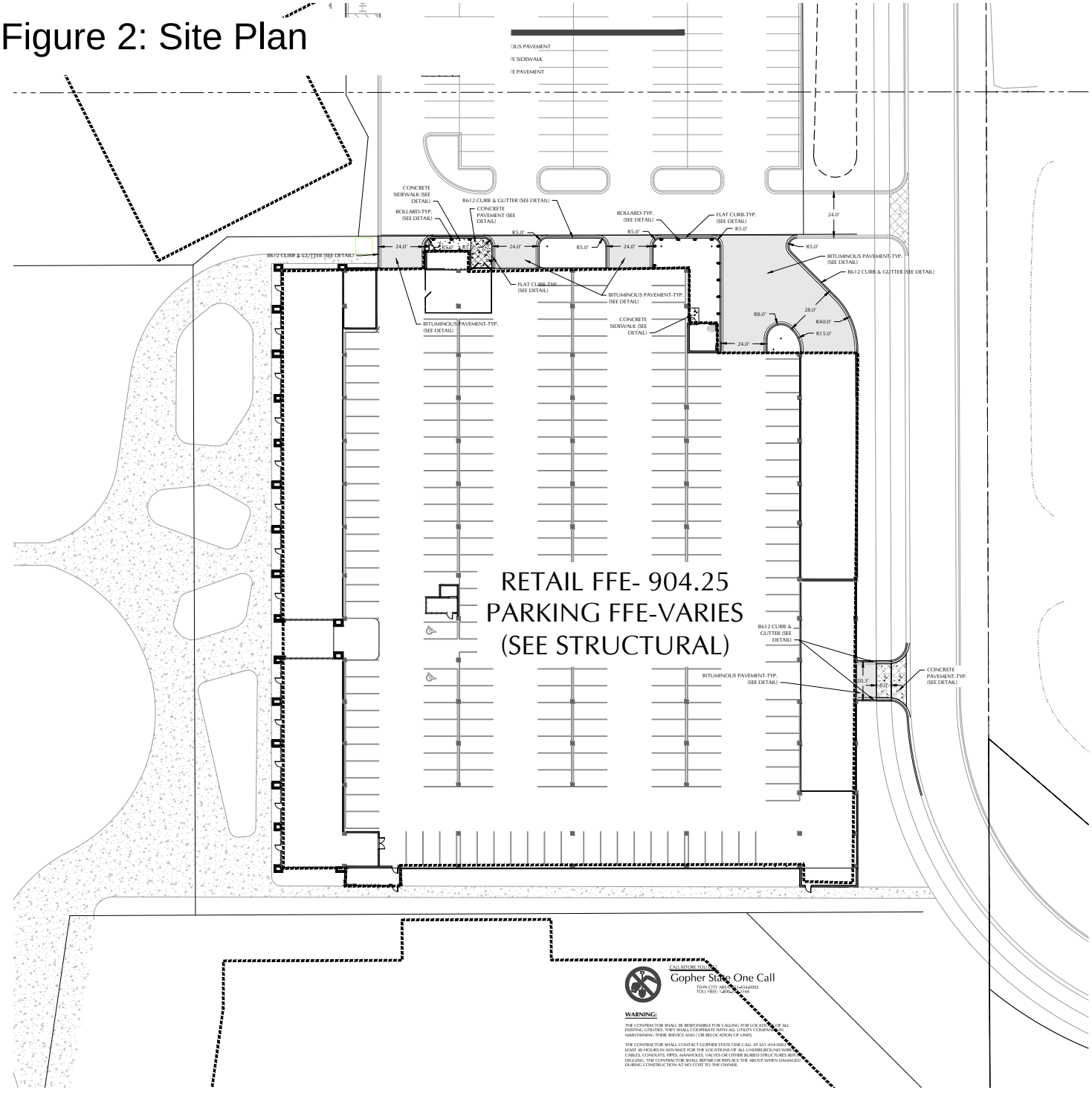
1:5,413

0 0.03 0.07 0.13 mi

0 0.05 0.1 0.2 km

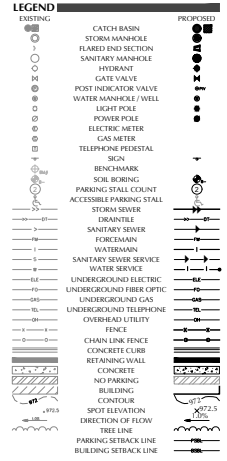
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Vantor

# Figure 2: Site Plan










## SITE NOTES

1. ALL PAVING, CONCRETE CURB, GUTTER AND SIDEWALK SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE DETAILS SHOWN PER THE DETAIL SHEET(S) AND STATE/LOCAL JURISDICTION REQUIREMENTS.
2. ACCESSIBLE PARKING AND ACCESSIBLE ROUTES SHALL BE PROVIDED PER CURRENT ADA STANDARDS AND LOCAL/STATE REQUIREMENTS.
3. ALL CURB DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
4. ALL BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF WALL UNLESS OTHERWISE NOTED.
5. TYPICAL FULL SIZED PARKING STALL IS 9' X 18' UNLESS OTHERWISE NOTED.
6. ALL CURB RADII SHALL BE 5.0' UNLESS OTHERWISE NOTED.
7. SEE SITE ELECTRICAL PLAN FOR SITE LIGHTING.
8. REFER TO ARCHITECTURAL SITE PLAN FOR BUILDING SETBACKS.

## GENERAL NOTES

1. MINNESOTA STATE STATUTE REQUIRES NOTIFICATION PER "GOPHER STATE ONE CALL" PRIOR TO COMMENCING ANY GRADING, EXCAVATION OR UNDERGROUND WORK.
2. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM THE PLANS.
3. THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASE OF THIS PROJECT. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
4. THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
5. IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
6. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTORS PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTORS SAFETY MEASURES IN, OR NEAR THE CONSTRUCTION SITE.
7. BEFORE BEGINNING CONSTRUCTION THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENTATION CONTROL MEASURES IN ACCORDANCE WITH NPDES PERMIT REQUIREMENTS, BEST MANAGEMENT PRACTICES, STATE AND LOCAL REQUIREMENTS AND THE DETAILS SHOWN ON THE DETAIL SHEET(S) OF THE PROJECT PLANS.
8. ALL CONSTRUCTION PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.
9. ALL ENTRANCES AND CONNECTIONS TO CITY STREETS SHALL BE CONSTRUCTED PER THE REQUIREMENTS OF THE STATE AND LOCAL JURISDICTIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND NOTIFICATIONS AS REQUIRED.
10. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL TRAFFIC CONTROL SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE CITY. THIS SHALL INCLUDE ALL SIGNAGE, BARRICADES, FLASHERS AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES.
11. ADJUST ALL EXISTING STRUCTURES, BOTH PUBLIC AND PRIVATE TO THE PROPOSED GRADES WHERE DISTURBED AND COMPLY WITH ALL REQUIREMENTS OF THE UTILITY OWNERS. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
12. EXISTING TOPOGRAPHY PROVIDED BY LOUCKS ASSOCIATES, TOPOGRAPHIC SURVEY.
13. SUBGRADE PREPARATION SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2112. THE TOP 3 FEET SHALL BE COMPACTED TO 100% OF THE STANDARD PROCTOR DENSITY.
14. AGGREGATE BASE SHALL BE MNDOT 2211 CLASS 5. COMPACTION SHALL BE BY THE DENSITY COMPACTION METHOD.
15. PLANT MIXED BITUMINOUS PAVEMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH MNDOT 2360 WITH MIX DESIGN AS SHOWN ON THE DETAILS. COMPACTION SHALL BE BY THE DENSITY COMPACTION METHOD.
16. CONCRETE CURB & GUTTER SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2531. CURING SHALL BE BY THE MEMBRANE CURING METHOD. EXPANSION JOINTS EVERY 200 FEET AT ALL FIXED OBJECTS. CONTRACTIONS JOINTS EVERY 10 FEET.
17. CONCRETE WALK SHALL BE PERFORMED IN ACCORDANCE WITH MNDOT 2521. CURING SHALL BE BY THE MEMBRANE CURING METHOD. EXPANSION JOINTS AT ALL FIVES OBJECTS. CONTRACTION JOINTS EVERY 5 FEET.
18. WORKING HOURS ARE 6:30 AM TO 10:00 PM MONDAY THROUGH SATURDAY AND TO WORK THE FOLLOWING CITY HOLIDAYS: PRESIDENTS DAY, JUNETEENTH, VETERANS DAY, DAY AFTER THANKSGIVING, & CHRISTMAS EVE.

CALL BEFORE YOU DIG
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**BLAINE WEST DISTRICT RETAIL AND PARKING FACILITY**
2049 105th AVE. NE
BLAINE, MN

EB BLAINE DEVELOPMENT
3020 FRANCE AVENUE SOUTH
MINNEAPOLIS, MN 55416

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used by the Owner on other projects, for additions to this project, or for completion of this project by others, without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions to the drawing files shall be made at the full risk of the party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

06/10/2026 WATERSHED SUBMITTAL

**PROFESSIONAL SIGNATURE**

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.

License No. 49933
Date 06/10/2026

**QUALITY CONTROL**

| | |
|---|---|
| Loucks Project No. | 23026C |
| Project Lead | PJD |
| Drawn By | NWC |
| Checked By | PJD |
| Review Date | 06/10/2026 |

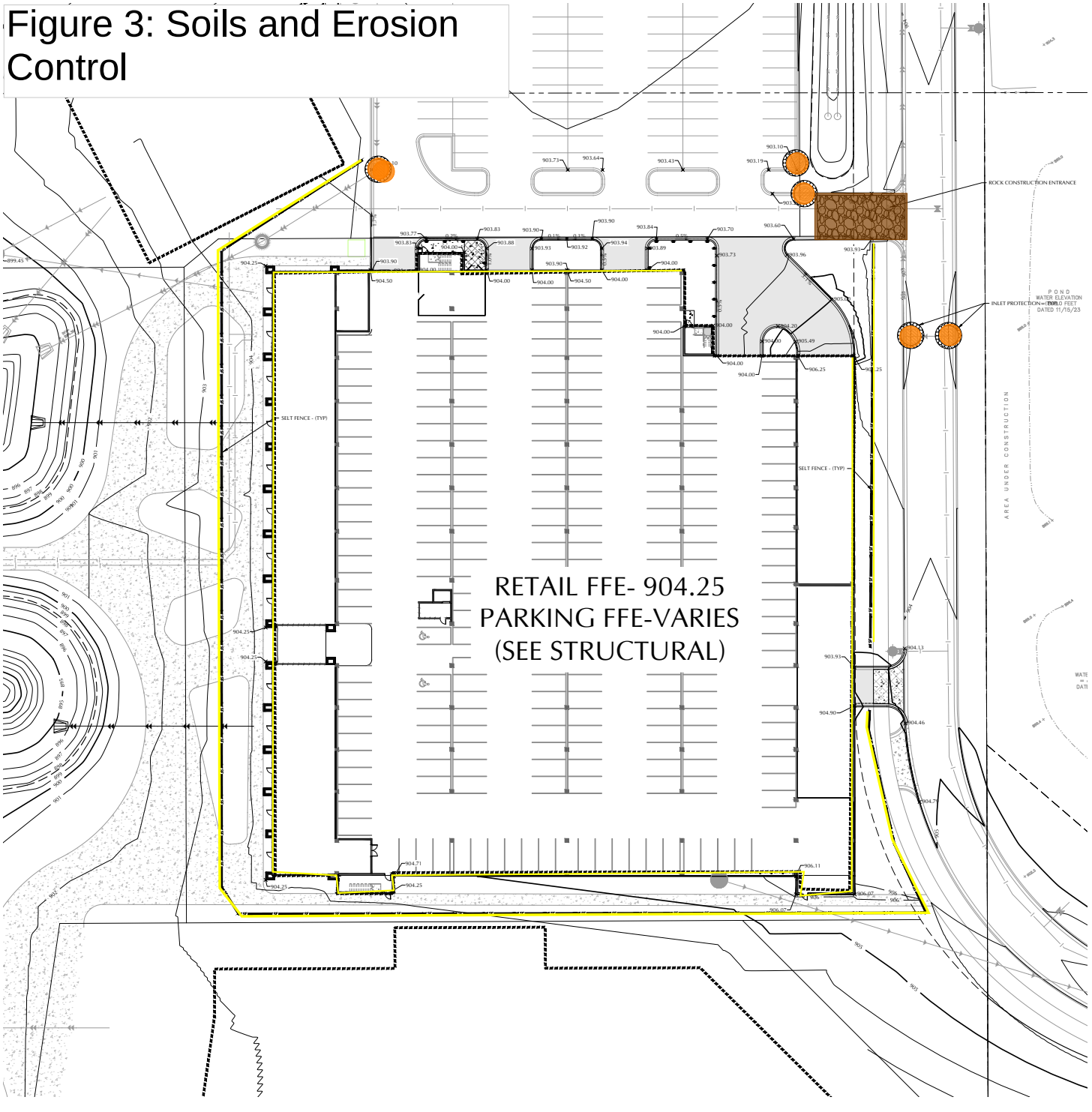
**SHEET INDEX**

C1-1 EX. CONDITIONS/DEMO PLAN
C2-1 SITE PLAN
C3-1 GRADING PLAN
C3-2 SWPPP
C3-3 SWPPP NOTES
C3-4 SWPPP NOTES
C4-1 UTILITY PLAN
C8-1 CIVIL DETAILS
C8-2 CIVIL DETAILS

**SITE PLAN**
**C2-1**

Plotted On: 10 / 2026 3:21 PM W:\2023\23026C\CADD\DATA\DWG\Dwg Sheet Files\WEST PLAN\PC2-1 SITE PLAN

# Figure 3: Soils and Erosion Control




**LEGEND**

| EXISTING | | PROPOSED |
|---|---|---|
| | CATCH BASIN | |
| | STORM MANHOLE | |
| | FLARED END SECTION | |
| | SANITARY MANHOLE | |
| | HYDRANT | |
| | GATE VALVE | |
| | POST INDICATOR VALVE | |
| | WATER MANHOLE / WELL | |
| | LIGHT POLE | |
| | POWER POLE | |
| | ELECTRIC METER | |
| | GAS METER | |
| | TELEPHONE PEDESTAL | |
| | SIGN | |
| | BENCHMARK | |
| | SOIL BORING | |
| | PARKING STALL COUNT | |
| | ACCESSIBLE PARKING STALL | |
| | STORM SEWER | |
| | DRAINTILE | |
| | SANITARY SEWER | |
| | FORCEMAIN | |
| | WATERMAIN | |
| | SANITARY SEWER SERVICE | |
| | WATER SERVICE | |
| | UNDERGROUND ELECTRIC | |
| | UNDERGROUND FIBER OPTIC | |
| | UNDERGROUND GAS | |
| | UNDERGROUND TELEPHONE | |
| | OVERHEAD UTILITY | |
| | FENCE | |
| | CHAIN LINK FENCE | |
| | CONCRETE CURB | |
| | RETAINING WALL | |
| | CONCRETE | |
| | NO PARKING | |
| | BUILDING | |
| | CONTOUR | |
| | SPOT ELEVATION | |
| | DIRECTION OF FLOW | |
| | TREE LINE | |
| | PARKING SETBACK LINE | |
| | BUILDING SETBACK LINE | |

**GENERAL NOTES**

SEE SHEET C3-3 FOR SWPPP NOTES AND C3-4 FOR SWPPP DETAILS.

**SWPPP LEGEND**

- SILT FENCE
- BIO ROLLS
- INLET PROTECTION
- EXISTING DRAINAGE PATTERN
- PROPOSED DRAINAGE PATTERN
- EROSION CONTROL BLANKET

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

SCALE IN FEET 0 20 40

**BLAINE WEST DISTRICT RETAIL AND PARKING FACILITY**
2049 105th AVE. NE
BLAINE, MN

EB BLAINE DEVELOPMENT
3020 FRANCE AVENUE SOUTH
MINNEAPOLIS, MN 55416

LOUCKS
PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksinc.com

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used by the Owner on other projects or for additions to extensions of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions to the drawing files shall be made at the risk of the party making the revisions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

06/10/2026 WATERSHED SUBMITTAL

**PROFESSIONAL SIGNATURE**

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.

License No. 49933
Date 06/10/2026

**QUALITY CONTROL**

| | |
|---|---|
| Loucks Project No. | 23026C |
| Project Lead | PJD |
| Drawn By | NWC |
| Checked By | PJD |
| Review Date | 06/10/2026 |

**SHEET INDEX**


| | |
|---|---|
| C1-1 | EX. CONDITIONS/DEMO PLAN |
| C2-1 | SITE PLAN |
| C3-1 | GRADING PLAN |
| C3-2 | SWPPP |
| C3-3 | SWPPP NOTES |
| C4-1 | UTILITY PLAN |
| C5-1 | CIVIL DETAILS |
| C5-2 | CIVIL DETAILS |


**SWPP PLAN**
**C3-2**

COON CREEK WATERSHED DISTRICT

# Permit Application Review Report
# Date: 7/8/2026

## Board Meeting Date: 7/13/2026
## Agenda Item: 16

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

**Project Name:** Blaine Stadium

**Project PAN:** P-26-037

**Project Purpose:** construction of a baseball stadium

**Project Location:** Inside the 105th Avenue Redevelopment District, 1985 105th Ave NE, Blaine

**Site Size:** size of parcel - 5.73 acres; size of disturbed area - 7.3 acres; size of regulated impervious surface - 2.62 acres

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

---

**Recommendation:** Approve with 2 Conditions and 4 Stipulations

---

**Description:** The application proposes the construction of a baseball stadium in the Blaine Town Center Development. The stormwater treatment features for this project are being constructed under P26-032. The project will disturb 7.3 acres and create 2.62 acres of new impervious. The area drains to County Ditch 41. The applicable District Rules are stormwater management (Rule 3) and soils and erosion control (Rule 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 $29,200.00 and execute a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Update the erosion control plan to include the following:
    a. A note to stabilize soils and soil stockpiles within 7 days of inactivity
    b. A note that hazardous materials and stormwater contaminants are to be stored in covered and/or sealed containers.
    c. Provide an inlet protection standard detail.
    d. A note to secure portable toilets to prevent tipping.

**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 P26-032 or elsewhere off site.

**Exhibits:**

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|---|---|---|---|
| Stormwater Memorandum | MMTH | 06/30/2026 | 06/30/2026 |
| Stormwater Management Plan | Loucks | 05/20/2026 | 06/10/2026 |
| MIDS Concourse | Loucks | undated | 06/26/2026 |
| MIDS | Loucks | undated | 06/11/2026 |
| Construction Plans | MMTH | 06/10/2026 | 06/10/2026 |

# Findings

**Fees and Escrows (Rule 2.7):**
The applicant has submitted a $5,500 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 7.3 acres of land disturbance proposed).

The applicant will be required to submit a performance escrow in the amount of $29,200.00. This corresponds to $4,000/acre of disturbance (7.3 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 D. Curve Numbers have been shifted down 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 |
| 105th | 25.78 | 5.38 | 43.59 | 17.09 | 127.6 | 60.29 |
| West Ditch | 50.83 | 42.06 | 87.93 | 82.54 | 204.85 | 124.74 |

**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 114,214 $ft^2$. The stormwater treatment features are being constructed as a part of P26-032.

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

| Drainage Area | Impervious required to be treated ($ft^2$) | Proposed SMP | TP Removal Factor | Required Water Quality Volume ($ft^3$) | Water Quality Volume Provided ($ft^3$) |
|---|---|---|---|---|---|
| Pond 2 (17B-P) | 6,621 | Pond 2 - N17P | 0.5 | 1,214 | 1,214 |
| Pond 5 (12D-P & 12C-P) | 84,071 | Pond 5 - GP | 0.5 | 15,413 | 15,413 |
| Biofiltration Basin 5 (13E-P) | 23,522 | Biofiltration Basin 5 - S13B | 0.65 | 3,317 | 3,317 |
| **Totals:** | **114,214** | | | **19,944** | **19,944** |

**Table 2.**

The following pretreatment has been provided:

| SMP ID | Pretreatment Device/Method | Percent TSS Removal |
|---|---|---|
| Biofiltration Basin 5 - Native Non-Mowing Grasses | Establishment of native grasses (not to be mowed) between basin and concourse/hardscape | 89 |

**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 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 |
|---|---|
| Overall | 89 |

**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 or 1 foot above the emergency overflow. The lowest basement floor elevation proposed is 904ft NAVD 88. The applicable 100-year high water level is 894.4 and 897.3 ft NAVD 88 and the applicable emergency overflow is 899.5 and 900 ft 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: A maintenance agreement is not 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 Markey and Rifle and have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes inlet protection, stabilized construction entrance, concrete washout, and perimeter control. The erosion control plan does not meet District requirements because soils and soil stockpiles are not proposed to be stabilized within 7 days of inactivity, hazardous materials and stormwater contaminates are not proposed to be stored properly, inlet protection detail has not been provided, and portable toilets are not proposed to be secured to prevent tipping. 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 - Blaine Stadium




7/7/2026

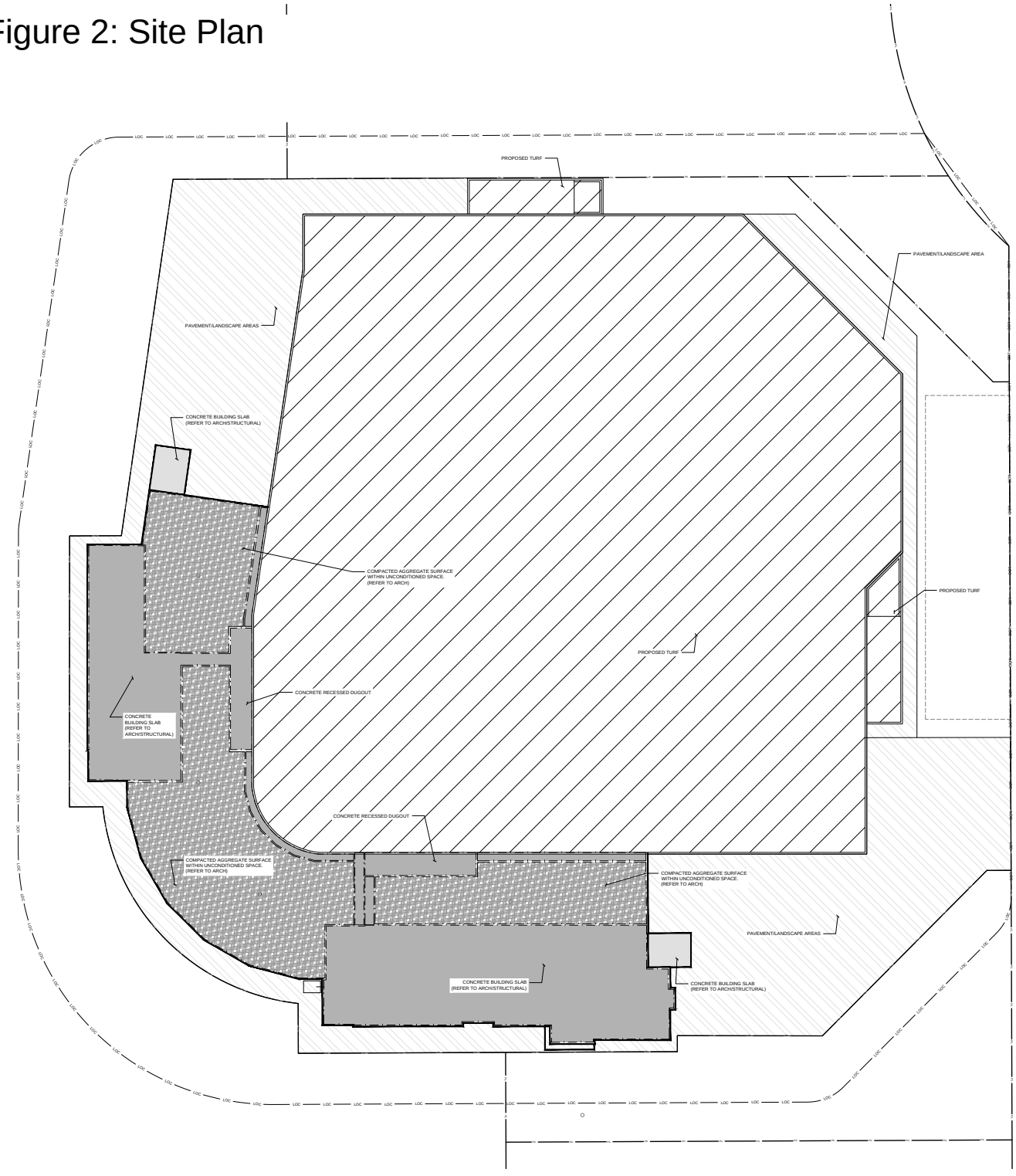
1:7,660

0 0.04 0.09 0.18 mi

0 0.05 0.1 0.2 km

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

# Figure 2: Site Plan




Copyright © 2026 Mammoth Sports Construction

Original Size: 24x36

MMTH

ISSUED FOR PERMIT

A
B
C

Blaine Multi-use Stadium

DESIGN DEVELOPMENT

NOT FOR CONSTRUCTION
PERMIT ONLY

Revision Key

| No. | Date | Description |
|---|---|---|

Project Manager: MATT ENGLE

Project Engineer: SETH SOTO

Checked By: KADE URBAN

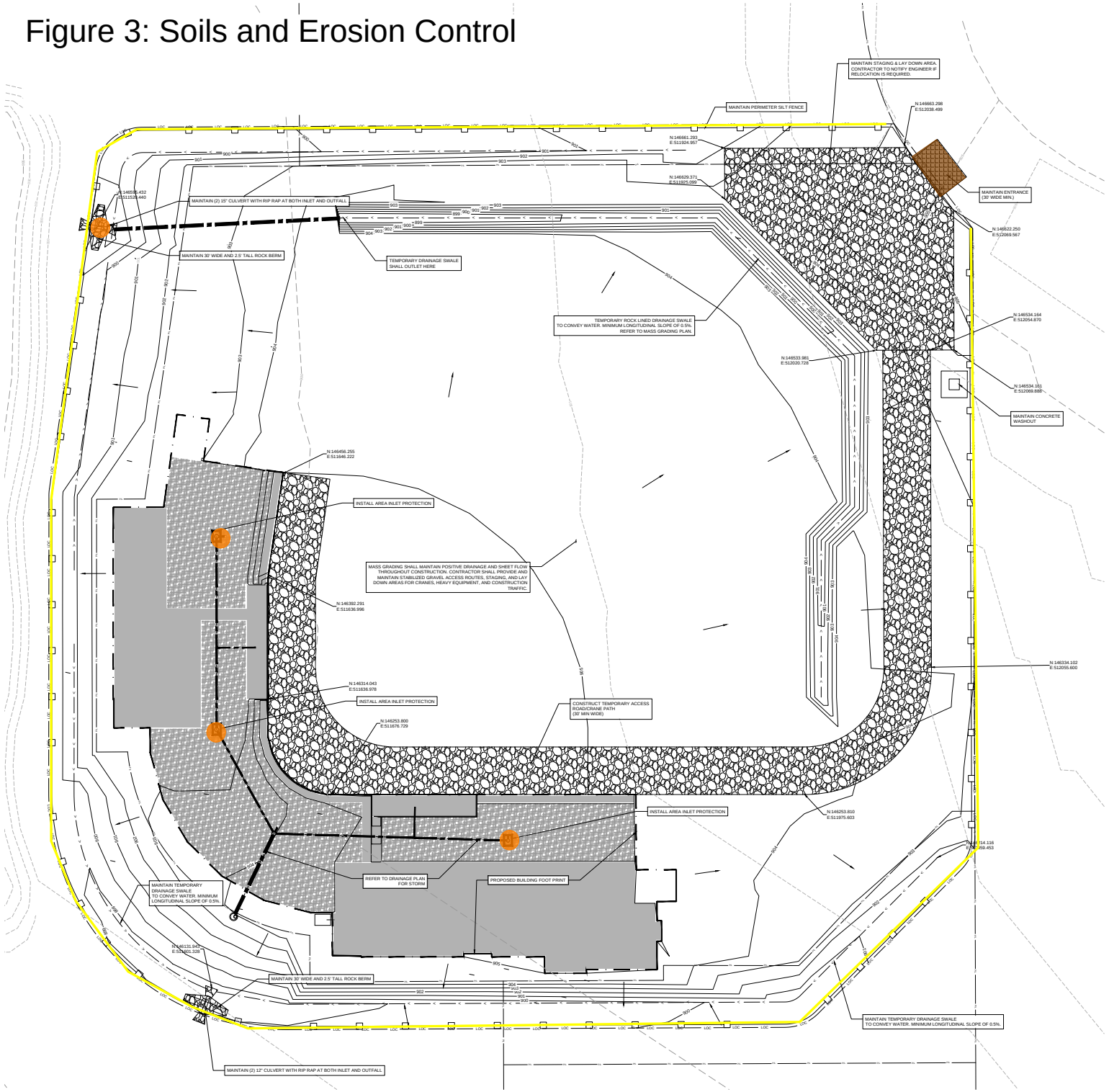
Project Number: 25-5029-02

Date of Issue: 06/10/26

Sheet Number: C301

OVERALL SITE PLAN

# Figure 3: Soils and Erosion Control




NOTES:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL EROSION & SEDIMENT CONTROL MEASURES AND PRACTICES THROUGHOUT THE PROJECT. ANY AND ALL FINES ASSOCIATED WITH EROSION CONTROL VIOLATIONS WILL BE THE CONTRACTOR'S RESPONSIBILITY.
2. EROSION CONTROL IS THE CONTRACTOR'S RESPONSIBILITY. THIS PLAN SHOULD BE USED AS A GUIDE AND REPRESENTS THE MINIMUM EROSION CONTROL DEVICES REQUIRED.
3. EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. ADDITIONAL EROSION & SEDIMENT CONTROL MEASURES WILL BE INSTALLED IF DEEMED NECESSARY BY ON-SITE INSPECTION.
4. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ALL EROSION & SEDIMENT CONTROL DEVICES AFTER EACH RAINFALL EVENT.
5. THE CONTRACTOR SHALL PROVIDE ANY FURTHER EROSION CONTROL MEASURES IN ADDITION TO THOSE LISTED TO ENSURE THAT SILT WILL NOT LEAVE THE PROJECT CONFINES.
6. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING THE TEMPORARY EROSION & SEDIMENT CONTROL DEVICES AFTER COMPLETION OF CONSTRUCTION AND ONLY WHEN AREAS HAVE BEEN STABILIZED WITH A HEALTHY STAND OF PERMANENT VEGETATION.
7. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING SILT FROM SITE IF NOT REUSABLE ON-SITE AT COMPLETION OF CONSTRUCTION.
8. THE CONTRACTOR SHALL ENSURE THAT ALL DRAINAGE STRUCTURES, FLUMES, PIPES ARE CLEANED OUT AND WORKING PROPERLY AT TIME OF ACCEPTANCE.
9. THE CONTRACTOR SHALL PROVIDE ANY TEMPORARY STABILIZATION AS REQUIRED.
10. THE CONTRACTOR SHALL PROVIDE A TEMPORARY CONSTRUCTION ENTRANCE FOR VEHICULAR TRAFFIC AT LOCATIONS SHOWN.
11. ALL EROSION CONTROL DEVICES SHALL CONFORM TO THE APPLICABLE SECTIONS OF THE STANDARD SPECIFICATIONS AND DESIGN CRITERIA OF THE MINNESOTA POLLUTION CONTROL AGENCY.
12. CONTRACTOR IS RESPONSIBLE FOR REMOVING VEHICLE TRACK OUT WHICH ENTERS PUBLIC STREETS OR PRIVATE ROADWAYS AT THE END OF EACH WORKING DAY AND PRIOR TO ANY RAINFALL EVENTS OR MORE FREQUENTLY AS ACTUAL CONDITIONS WARRANT.
13. CONTRACTOR IS RESPONSIBLE FOR PHASED INSTALLATION OF EROSION CONTROL BMP'S IN ORDER TO PREVENT SEDIMENT FROM BREACHING THE LIMITS OF DISTURBANCE.
14. SILT FENCE DOES NOT CROSS SIDEWALK OR PAVEMENT.
15. CONTRACTOR SHALL PROVIDE DUST CONTROL AS NECESSARY TO PREVENT AIRBORNE DUST FROM LEAVING THE PROJECT SITE OR CREATING A NUISANCE TO ADJACENT PROPERTIES OR PUBLIC ROADWAYS. DUST CONTROL METHODS MAY INCLUDE WATERING, SWEEPING, COVERING STOCKPILES, LIMITING DISTURBED AREAS, OR OTHER APPROVED MEASURES.

Copyright © 2026 Mammoth Sports Construction

Original Size: 24x36

MMTH

ISSUED FOR PERMIT

A B C

Blaine Multi-use Stadium
DESIGN DEVELOPMENT

NOT FOR CONSTRUCTION PERMIT ONLY

Revision Key

| No. | Date | Description |
|---|---|---|

Project Manager: MATT ENGLE
Project Engineer: SETH SOTO
Checked By: KADE URBAN
Project Number: 25-5029-02
Date of Issue: 06/10/26
Sheet Number: C102

INTERIM EROSION CONTROL

COON CREEK WATERSHED DISTRICT

# Permit Application Review Report
# Date: 7/8/2026

## Board Meeting Date: 7/13/2026
## Agenda Item: 17

Applicant/Landowner:
Solid Rock Construction
Attn: Harlan Worsham
14665 Buchanan St NE
Ham Lake, MN 55304

**Project Name:** Solid Rock Construction Building

**Project PAN:** P-26-036

**Project Purpose:** Construction of new building with adjacent parking facilities

**Project Location:** End of Johnson St NE cul-de-sac, south of Coon Creek, 14376 Johnson St NE, Ham Lake

**Site Size:** size of parcel - 4.34 acres; size of disturbed area - 1.7 acres; size of regulated impervious surface – 0.91

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

---

**Recommendation:** Approve with 2 Conditions and 2 Stipulations

---

**Description:** The applicant is proposing the construction of a new building with associated parking facilities. This parcel is within the Elwell Commercial Park development (P24-048) and utilizes the regional pond for the required stormwater treatment. The project will disturb 1.7 acres and create 0.91 acres of impervious surface that is regulated under the Elwell Commercial Park development project. The parcel drains to County Ditch 57. The relevant water resource concern is erosion and sediment control. This corresponds to District Rule 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. Submittal of a performance escrow in the amount of $6,800.00.

Rule 4.0 – Soils and Erosion Control

2. Update plans to include the following:
    a. A note to stabilize exposed soils within 7 days.
    b. A note to sweep tracked sediment at the end of the day.
    c. Provide perimeter controls down gradient of all exposed soils for entirety of site.

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

1. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
2. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).
3. Follow Soil Amendment Plan (C3.1) that was provided for P24-048 Elwell Commercial Park permit for this site.

**Exhibits:**

| Exhibit Type | Exhibit Author | Signature Date | Received Date |
|---|---|---|---|
| Construction Plans | Plowe | 06/09/2026 | 06/10/2026 |

# Findings

**Fees and Escrows (Rule 2.7):** The applicant has submitted a $2,000.00 review and inspection fee and deposit which corresponds with the sum of fees associated with the following rules. Rule 4.0 ($2,000.00 for 1.7 acres of land disturbance proposed).

The applicant will be required to submit a performance escrow in the amount of $6,800.00. This corresponds to $4,000/acre of disturbance (1.7 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. The regulated impervious surface created with this permit is covered under the Elwell Commercial Park (P24-048) permit; therefore, Stormwater Management standards do not apply to this project.

**Soils and Erosion Control (Rule 4.0)**
Rule 4.0 applies to the proposed project because it includes land disturbing activities of 1 acre or more.

The proposed project drains to County Ditch 57. The soils affected by the project include Zimmerman and does not have a soil erodibility factor of 0.15 or greater. Disturbed areas are not proposed to be stabilized within 7 days, as required. The proposed erosion and sediment control plan includes silt fence, inlet protection, and a rock construction entrance. The erosion control plan does not meet District Requirements because it needs a note to stabilize exposed soils within 7 days, a note to sweep tracked sediment at the end of the day, and to provide perimeter controls down gradient of all exposed soils for entirety of site. The site does require an NPDES permit. See attached Figure 3: Erosion and Sediment Control Plan.

**Wetlands (Rule 5.0)**
Wetlands exist on site, but no impacts are proposed. Wetlands were delineated under PAN 19-193. The boundary and type application was reviewed and approved. The Notice of Decision was issued on 08/02/2022. Rule 5.0 does not apply to the proposed project.

**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: P26-036 Solid Rock Construction Project Location




6/18/2026

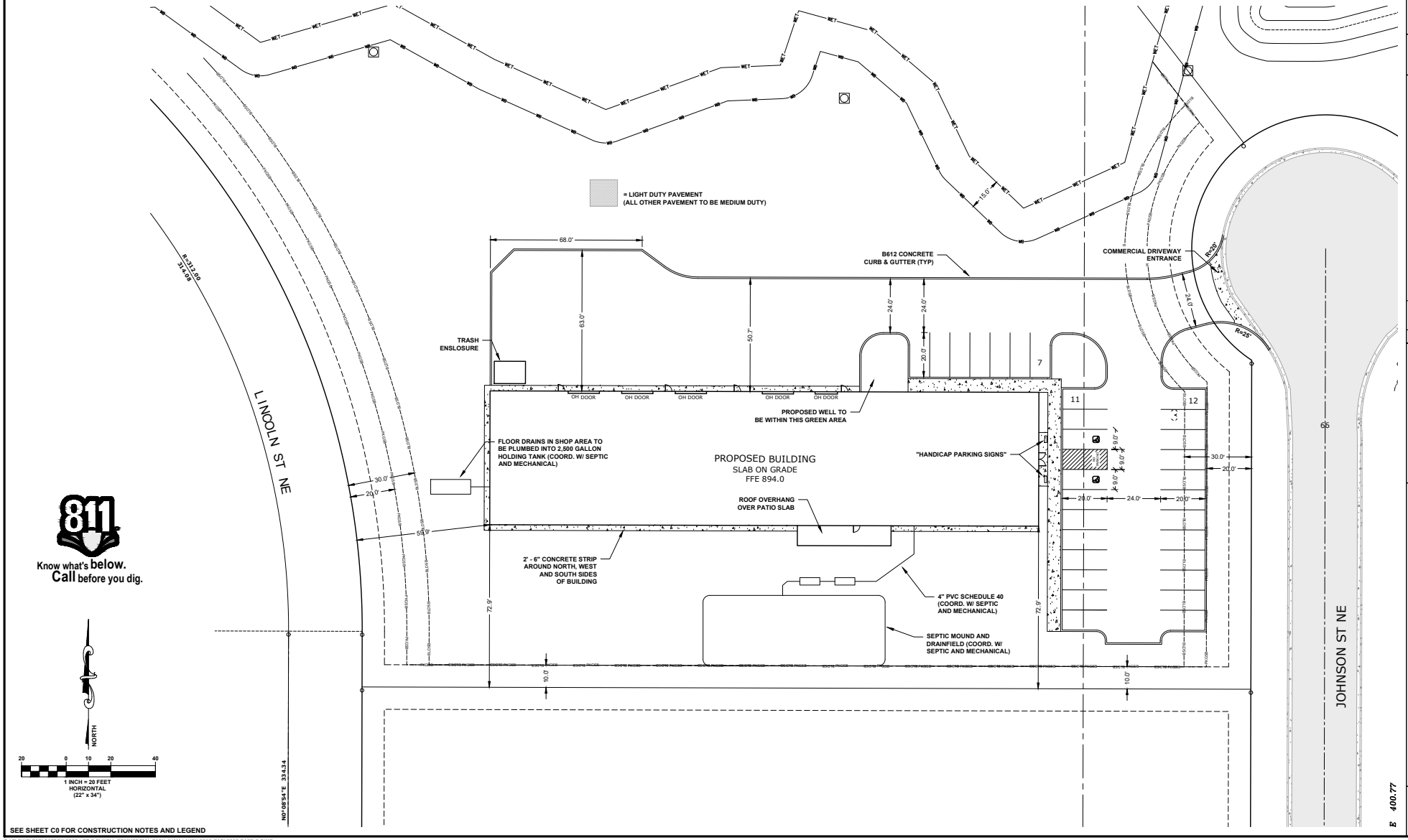
1:3,020

0 0.02 0.04 0.07 mi

0 0.03 0.06 0.11 km

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

Figure 2: Site Plan




Know what's below. Call before you dig.

SEE SHEET C0 FOR CONSTRUCTION NOTES AND LEGEND

S:\PLOWE\CAD\26PROJ\2262 LOT 3 ELWELL COMMERCIAL PARK (HAM LAKE)\2262 CAD\2262 BASE 2.DWG
Wednesday, June 10, 2026 9:35:19 AM

PLOWE ENGINEERING, INC.
CIVIL ENGINEERING & SURVEYING
6776 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

DRAWN BY: ADG
JOB NO. 26-2262
CHECK BY: MGA
DATE: 06/09/26

| NO. | DATE | DESCRIPTION |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

I hereby certify that this plan 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.

PRELIMINARY

ADAM GRIVEL

Date: 06.10.2026 License No. 43963

# SOLID ROCK CONSTRUCTION OFFICE

HAM LAKE, MN

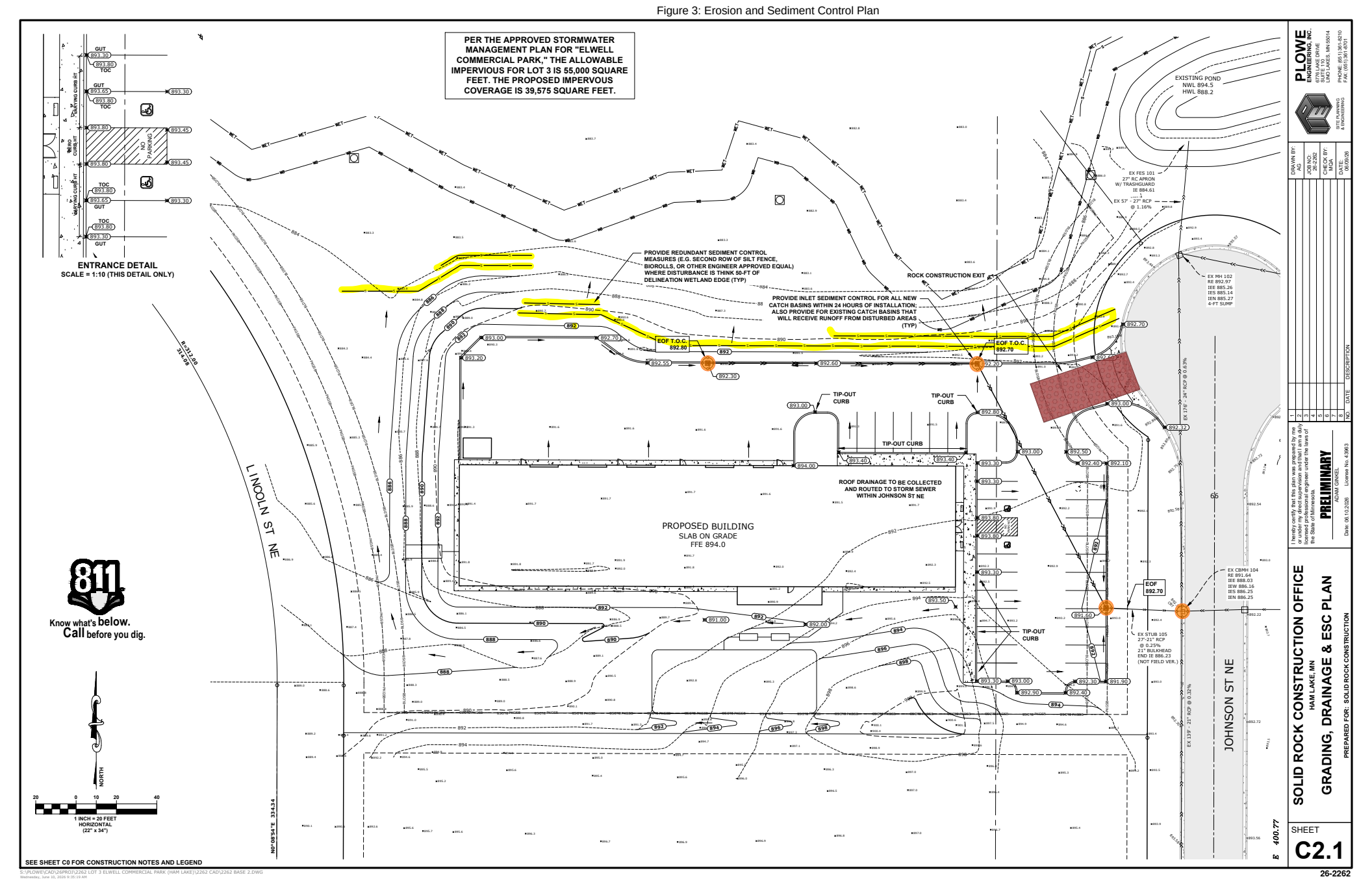
## CIVIL SITE PLAN

PREPARED FOR: SOLID ROCK CONSTRUCTION

SHEET
C1.1

26-2262

Figure 3: Erosion and Sediment Control Plan




PLOWE ENGINEERING, INC.
875 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-8210
FAX: (651) 361-8701

CIVIL ENGINEERING & ENGINEERING

DRAWN BY: MGA
JOB NO.: 26-2262
CHECK BY: MGA
DATE: 06/09/26

| NO. | DATE | DESCRIPTION |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

I hereby certify that this plan 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.

PRELIMINARY

ADAM GEWEKE

Date: 06.10.2026 License No. 43963

SOLID ROCK CONSTRUCTION OFFICE
HAM LAKE, MN

GRADING, DRAINAGE & ESC PLAN

PREPARED FOR: SOLID ROCK CONSTRUCTION

SHEET
C2.1

26-2262

S:\PLOWE\CAD\26PROJ\2262 LOT 3 ELWELL COMMERCIAL PARK (HAM LAKE)\2262 CAD\2262 BASE 2.DWG
Wednesday, June 10, 2026 9:35:19 AM

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

**MEETING DATE**: July 13, 2026
**AGENDA NUMBER:** 18
**ITEM**: Data Practices Policy and Procedure

**AGENDA:** Discussion

## ACTION REQUESTED

Discuss the proposed Data Practices Policy, related administrative procedures, and consider adoption of Resolution No. 2026-05 approving the policy and designating the District Responsible Authority.

## BACKGROUND

The Minnesota Government Data Practices Act (MN Statute 13) establishes requirements for how government entities collect, maintain, protect, and provide access to government data. These requirements include providing access to public data, protecting data classified as not public, maintaining written data practices policies and procedures, designating a Responsible Authority to oversee compliance, and reviewing and updating data practices materials on an annual basis.

The proposed Data Practices Policy is the Board-level policy. It establishes the District's general approach to data practices compliance, public access to government data, protection of data classified as not public, and administration of data practices responsibilities.

Resolution No. 2026-05 would adopt the Data Practices Policy and designate the District Administrator as the District's Responsible Authority. If the Responsible Authority designation needs to change in the future, the Board could update that designation by resolution without needing to amend the policy itself.

The public data access policy/procedure and data subject rights and access policy/procedure provide the more detailed implementation materials. These documents include request steps, forms, fee information, contact information, and related guidance. They are provided for Board reference and would be maintained administratively by the Responsible Authority so they can remain current with District operations and applicable law.

## OPTIONS

1. Discuss and determine not to proceed with adoption.
2. Discuss and provide directions on revisions, forward to a future meeting.
3. Discuss and adopt Resolution No. 2026-05 approving the Coon Creek Watershed District Data Practices Policy and designating Jon Janke as the Responsible Authority.

# COON CREEK WATERSHED DISTRICT
# EXHIBIT A

**Policy:** Data Practices

---

**PURPOSE**
To promote transparency and public access to Coon Creek Watershed District (District) government data while protecting data classified as not public under applicable law.

**POLICY**
The District shall provide access to government data and protect data classified as not public in accordance with applicable law.

The District shall establish, implement, and maintain written data practices policies and procedures governing public access to government data, requests for data, data subject rights, applicable fees, and related compliance requirements.

Requests for government data and the collection, use, storage, and dissemination of District data shall be handled in accordance with the District's written data practices policies and procedures and applicable law.

The Board shall designate a Responsible Authority to oversee the District's compliance with applicable data practices requirements.

The Responsible Authority is responsible for administering the District's data practices policies and procedures, including designation of appropriate staff, maintenance of required forms and notices, management of data requests, and related procedures necessary to ensure compliance and public access.

The Responsible Authority may designate a Data Practices Compliance Official and one or more designees to assist with receiving, processing, and responding to data requests and administering data practices requirements.

The District may charge fees for copies, electronic transmittal, and related services as permitted by applicable law. Inspection of public government data shall be provided without charge. Fee information and cost calculation procedures shall be maintained administratively by the Responsible Authority and updated as necessary.

Detailed data practices policies, procedures, forms, notices, fee schedules, contact information, and operational documents associated with the District's data practices program shall be maintained administratively and updated as necessary.

COON CREEK
WATERSHED DISTRICT

**RESOLUTION 2026-05**
**ADOPTING THE COON CREEK WATERSHED DISTRICT**
**DATA PRACTICES POLICY AND**
**DESIGNATING RESPONSIBLE AUTHORITY**

WHEREAS, The Coon Creek Watershed District is authorized and formed under Minnesota Statutes 103D, and

WHEREAS, the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, establishes requirements governing the collection, storage, use, dissemination, protection, and public access to government data; and

WHEREAS, the Board of Managers desires to adopt a Data Practices Policy to guide the District's administration of government data consistent with applicable law; and

WHEREAS, the Board of Managers desires to designate a Responsible Authority to oversee administration of the District's data practices obligations, procedures, forms, and related compliance responsibilities;

NOW THEREFORE BE IT RESOLVED, That the Board of Managers hereby adopts the Coon Creek Watershed District Data Practices Policy attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED, That Jon Janke, District Administrator, is hereby designated as the Responsible Authority for the Coon Creek Watershed District for purposes of meeting the requirements of Minnesota Statutes Chapter 13 and applicable rules; and

BE IT FURTHER RESOLVED, That the Responsible Authority is authorized to take actions necessary to administer the District's data practices program, including maintaining administrative procedures, forms, notices, fee schedules, contact information, and designating staff to assist with data practices compliance.

BE IT FURTHER RESOLVED, That this resolution supersedes any prior Board of Managers action or designation that is inconsistent with this resolution.

**Board Member _____ moved to adopt Resolution 2026-05, Adopting the Coon Creek Watershed District Data Practices Policy and Designating Responsible Authority. Seconded by Board Member_____.**

Upon a vote, there were _____ yeas and _____ Nays as follows:

| | Yea | Nay | Absent | Abstain |
|---|---|---|---|---|
| Campbell | | | | |
| Hafner | | | | |
| Lund | | | | |
| McCullough | | | | |
| Vacant | | | | |

**Date: July 13, 2026**

**_____ Date: July 13, 2026**

**CCWD Board President**

# Data Practices Policy For the Public

**Minnesota Statutes, sections 13.025 and 13.03 require this policy.**

## Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that Coon Creek Watershed District must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

## How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

You may make your request in person, by mail or email to the Responsible Authority, or Designee as listed on page 3, using the data request form on page 4. If you have any questions about making a data request, contact the Coon Creek Watershed District office at 763-755-0975.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

## How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, will will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - Arrange a date, time, and place for you to inspect the data at our offices; or

- We will provide notice to you about our requirement to prepay for copies and the amount you own for copy costs.
- You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- If you do not arrange to inspect the data or pay for the copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for data that have been produced.
- If you do not respond to our request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or that are not requests for government data.

## Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 5 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

# Data Practices Contacts

### Responsible Authority

Name:  Jon Janke, Administrator

Address:  13632 Van Buren Street NE, Ham Lake, MN  55304

Phone number:  (763)755-0975  Email address: JJanke@cooncreekwd.org

### As Responsible Authority, the *District Administrator* orders the following individuals as data practices compliance official and designees.

### Data Practices Compliance Official

Name:  Corinne Elfelt

Address:  13632 Van Buren St NE, Ham Lake, MN  55304

Phone number:  763-392-392-8869  Email address:  celfelt@cooncreekwd.org

### Data Practices Designee(s)

Name:  Hattie Hillukka

Address:  13632 Van Buren St NE, Ham Lake, MN  55304

Phone number:  763-755-0975  Email address:  HHillukka@cooncreekwd.org

# Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

- You must pay for the copies before we will give them to you
- We do not charge for copies if the cost is less than $5.00.
- Multiple requests made within the same 5 business-day period will be treated as a single request for the purpose of calculating total copy costs.
- If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

### For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

### Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

- Employee time to make copies is $33.83 per hour.
- If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charages at the higher salary/wage.

## Data Request Form – Requesting Public Data

**Request date: _____**

### The data I am requesting:

*Describe the data you are requesting as specifically as possible.*

### I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

### Contact information (optional)*

Name: _____

Phone number:_____

Email address:_____

Address:_____

**We will respond to your request as soon as reasonably possible.**

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

# Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

## Notice to Commissioner of Administration: Adoption of Model Policies

*Coon Creek Watershed District* has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies Coon Creek Watershed District's obligation under Minnesota Statutes, section 13.073, subdivision 6.

_____

*James Hafner*

*President*

*Coon Creek Watershed District Board of Managers*

*July 13, 2026*

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.dpo@state.mn.us

# Data Practices Policy:

# Requests for Data About You and Your Rights as a Data Subject

**Minnesota Statutes, sections 13.025 and 13.03 require this policy.**

## What is a "Data Subject"?

When government has information recorded in any form (paper, harddrive, voicemail, video, email, etc.), that information is called "government data" under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the "data subject" of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

## When Coon Creek Watershed District Has Data About You

Coon Creek Watershed District has data on many people, such as permit applicants, employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Coon Creek Watershed District must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three "classifications." These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

### Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have:

- Your name and contact information on a permit application or request for technical assistance.
- Your name on a job application, dependent upon application status.

### Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have:

- Your Social Security Number

- Employee Medical information

### Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

- Active Criminal investigations

## Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

### Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

### Access to Data on Minor Children

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

### When We Collect Data From You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want us to realease data to another person, you may use the consent form we provided, or in another form of written request.

### Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

### When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

## How to Make a Request For Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

You may make your request in person, by mail or email to the Responsible Authority, or Designee as listed on page 5, using the data request form on page 7. If you have any questions about making a data request, contact the Coon Creek Watershed District office at 763-755-0975.

We recommend using the sample **Data Request Form – Data Subjects** on page 7. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

## How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:

    - Arrange a date, time, and place to inspect data in our office, ensuring you have an opportunity to inspect data within 10 business days of your request at no charge; or
    - Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy.
- Following our response, if you do not arrange to inspect the data or pay for copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for the data that have been produced.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.
- If you do not respond to our request for clarification within 10 business days, we will conclude that you no longer want the data and wil consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

# Data Practices Contacts

### Responsible Authority

Name: Jon Janke, Administrator

Address: 13632 Van Buren St NE, Ham Lake, MN 55304

Phone number: (763) 755-0975 Email address: JJanke@cooncreekwd.org

### As Responsible Authority, the *District Administrator* orders the following individuals as data practices compliance official and designees.

### Data Practices Compliance Official

Name: Corinne Elfelt

Address: 13632 Van Buren St NE, Ham Lake, MN 55304

Phone number: 763-392-8869 Email address: CElfelt@cooncreekwd.org

### Data Practices Designee(s)

Name: Hattie Hillukka

Address: 13632 Van Buren St NE, Ham Lake, MN 55304

Phone number: (763) 755-0975 Email address: HHillukka@cooncreekwd.org

## Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

- You must pay for the copies before we will give them to you
- We do not charge for copies if the cost is less than $5.00.

### Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

- Employee time to make copies is $33.83 per hour.
- If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charages at the higher salary/wage.

# Data Request Form – Data Subject

### Request date:Contact information:

Data Subject Name:_____

Parent/Guardian Name (if applicable):_____

Phone number/email address:_____

**To request data as a data subject, you must show proof of identity.*

### The data I am requesting:

Describe the data you are requesting as specifically as possible.

### I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

*Note: Inspection is free but Coon Creek Watershed District will inform you of any charges for the data. Charges for copies when occur when the cost is over $5.00. All charges will require payment prior to providing the copies.*

**We will respond to your request within 10 business days**

### To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:_____

Date: _____

Staff Name:_____

## Standards For Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
    - a driver's license
    - a state-issued ID
    - a tribal ID
    - a military ID
    - a passport
    - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
    - a driver's license
    - a state-issued ID (including a school/student ID)
    - a tribal ID
    - a military ID
    - a passport
    - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
    - a certified copy of the minor's birth certificate or
    - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
        - a court order relating to divorce, separation, custody, foster care
        - a foster care contract
        - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
    - court order(s)
    - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

# Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

## Notice to Commissioner of Administration: Adoption of Model Policies

**Coon Creek Watershed District** has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies Coon Creek Watershed's obligation under Minnesota Statutes, section 13.073, subdivision 6.

_____

*James Hafner*

*President*

*Coon Creek Watershed District Board of Managers*

*July 13, 2026*

**Government entities may submit this notification by mail or email:*
Commissioner of Administration
c/o Data Practices Office
200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.dpo@state.mn.us

# COON CREEK WATERSHED DISTRICT
## Request for Board Action

**MEETING DATE**: July 13, 2026
**AGENDA NUMBER:** 19
**ITEM**: Draft 2027 Budget #1

**AGENDA:** Discussion

## ACTION REQUESTED
Review, discuss and receive the first draft budget

## PURPOSE AND SCOPE
To present the first full draft of the 2027 District budget, including preliminary expenditures, revenues, and estimated levy impact.

## BACKGROUND
In March the Board adopted a calendar and process for developing the 2027 budget.

The Board has reviewed the major preliminary expenditure categories for the 2027 budget, including operating expenses, professional services, salaries and benefits, program costs, and capital equipment. This report brings those categories together with preliminary revenue estimates to provide the first full draft budget for Board review.

The draft budget remains preliminary. Staff will continue refining revenues, project timing, grant assumptions, and other budget details as the budget moves through Board and advisory committee review.

| Revenues | 2024 Actual | 2025 Actual | 2026 Budget | 2026 Projected | 2027 Request | % Chg |
|---|---|---|---|---|---|---|
| **Fund Balance January 1** | **1,621,394** | **3,064,009** | **4,840,053** | **4,840,053** | **6,186,126** | |
| | | | | | | |
| Property Tax | 4,935,534 | 6,148,785 | 6,924,414 | 6,924,449 | 6,861,200 | -0.913% |
| Fees & Charges | 248,906 | 189,634 | 180,573 | 180,000 | 270,223 | |
| Grants & Intergovernmental | 50,096 | 848,757 | 2,372,179 | 1,300,000 | 2,575,911 | |
| Other Revenue | 206,108 | 205,704 | 180,000 | 200,000 | 200,000 | |
| Fund Balance Used | - | - | 727,396 | 360,000 | 40,225 | |
| | 5,440,644 | 7,392,880 | 10,384,562 | 8,964,449 | 9,947,559 | |
| Total Funds Available | **7,062,038** | **10,456,889** | **14,497,219** | **13,444,502** | **16,093,460** | |
| | | | | | | |
| **Expenditures** | | | | | | |
| Salaries & Benefits | 1,958,667 | 2,183,112 | 2,711,665 | 2,701,133 | 2,834,348 | |
| Professional Services | 505,387 | 659,082 | 527,084 | 481,304 | 501,808 | |
| Operating Expenses | 206,046 | 194,283 | 370,499 | 341,171 | 442,234 | |
| Program Costs | 1,213,497 | 2,462,339 | 6,704,314 | 2,875,497 | 5,468,260 | |
| Capital Costs | 114,432 | 118,020 | 71,000 | 70,000 | 700,909 | |
| | 3,998,029 | 5,616,836 | 10,384,562 | 6,469,105 | 9,947,559 | |
| | | | | | | |
| **Fund Balance December 31** | **3,064,009** | **4,840,053** | **4,112,657** | **6,975,397** | **6,145,901** | |
| | | | | | | |
| Rev - Exp | 1,442,615 | 1,776,044 | - | 2,495,344 | 0 | |

**ISSUES/CONCERNS/OPPORTUNITIES**

1. The draft budget is currently estimated to result in an approximately 0.9% decrease from the 2026 ad valorem levy.
2. Several budget components remain subject to refinement, including final project timing, grant revenue assumptions, partner funding, and any remaining 2027 project or implementation needs identified by staff before the next draft budget review.
3. Following Board review, staff will make any requested changes and continue refining the draft budget.
4. The remaining budget calendar is:

| | |
|---|---|
| 8/10 | Draft Budget #2 and Approve Advisory Committee Review |
| 8/24 | Draft Budget #3 and Order Public Hearing on Budget |
| 9/14 | Budget Hearing, Budget Adoption, and Proposed Tax Levy Certification |
| 12/14 | Adoption of Final Property Tax Levy |

**RECOMMENDATION**

Receive the first draft budget

| Code | Prepared 7/9/2026 8:47 | 2023 Actual | 2024 Actual | 2025 Actual | 2026 Budget | Change | Request | Change 26-27 |
|---|---|---|---|---|---|---|---|---|
| | **Property Taxes** | | | | | | | |
| 41101 | Administrative Levy | | | | | | | |
| 41102 | Insurance Levy | | | | | | | |
| 41103 | MWMA Levy | 3,187,281 | 4,965,765 | 6,207,206 | 6,924,449 | (63,249) | **6,861,200** | -0.913% |
| 41104 | Survey & Data Levy | | | | | | | |
| 41105 | Maintenance Levy | | | | | | | |
| | **Total Property Taxes** | **3,187,281** | **4,965,765** | **6,207,206** | **6,924,449** | **(63,249)** | **6,861,200** | **-0.913%** |
| | | | | | | | | |
| | **Fees & Charges** | | | | | | | |
| 52226 | Application Fees | 1,850 | 640 | 500 | 500 | (350) | **150** | |
| 53191 | Review & Inspect Fees | 550,368 | 297,500 | 175,000 | 180,073 | 90,000 | **270,073** | |
| | **Total Fees** | **552,218** | **298,140** | **175,500** | **180,573** | **89,650** | **270,223** | **50%** |
| | | | | | | | | |
| | **Grants** | | | | | | | |
| 55190 | WCA Admin | 9,212 | 7,396 | 8,197 | 7,500 | - | **7,500** | |
| 55190 | G21-001 BWSR CWF Aurelia Park | 38,771 | - | - | - | - | **-** | |
| 55190 | G22-001 319 Pet Waste Sand Creek | 7,028 | 13,002 | 23,135 | - | - | **-** | |
| 55190 | G23-001 319 NKE Sand & Coon Creek | - | - | 320,705 | - | - | **-** | |
| 55190 | G21-002 BWSR CWF PCSIESF | 33,000 | - | - | - | - | **-** | |
| 55190 | G22-002 BWSR CWF ECIESF | 172,500 | - | 34,500 | - | - | **-** | |
| 55190 | G22-003 BWSR CWF WBIF-Retrofits | - | - | 108,189 | - | - | **-** | |
| 55190 | G24-001 BWSR CWF WBIF LCCCR | - | 222,500 | 178,000 | 44,500 | (44,500) | **-** | |
| 55190 | G25-001 BWSR CWF Bridgewater | - | - | 312,500 | 312,500 | - | **312,500** | |
| 55190 | G25-002 BWSR WBIF Xeon Blvd | - | - | 73,183 | 73,183 | - | **73,183** | |
| 55190 | G26-xxx 319 NKE AOP Ph II | - | - | - | - | 310,191 | **310,191** | |
| 55190 | G26-002 SWC D39 Flood Resiliency | - | - | - | 69,200 | 9,120 | **78,320** | |
| 55190 | G26-003 CWF WBIF Blaine Parks | - | - | - | 250,000 | (250,000) | **-** | |
| 55190 | G27-001 CWF WBIF xxx | - | - | - | - | 147,050 | **147,050** | |
| | | | | | | | | |
| | **Task Force Funding** | | | | | | | |
| | D17 Implementation | - | - | - | 142,400 | - | **142,400** | |
| | PC Implementation | - | - | - | 108,684 | - | **108,684** | |
| | D39 Implementation | - | - | - | 1,371,083 | - | **1,371,083** | |
| | Xeon AOP Ph 2 | - | - | - | 25,000 | - | **25,000** | |
| | D41 Implementation | - | - | - | - | - | **-** | |
| | | | | | | | | |
| | **Total Grants** | **260,511** | **242,898** | **1,058,409** | **2,404,050** | **171,861** | **2,575,911** | **7%** |
| | | | | | | | | |
| | | | | | | | | |
| | **Other Revenue** | | | | | | | |
| 56101 | **Interest Income** | **25,926** | **198,713** | **202,704** | **180,000** | **20,000** | **200,000** | **11%** |
| | | | | | | | | |
| | **Fund Balances & Other** | | | | | | | |
| | Building | - | - | - | - | - | **-** | |
| | AIS Rapid Response | 163 | - | 1,900 | 40,000 | - | **40,000** | |
| | Illicit Discharge Detection | - | - | 490 | 225 | - | **225** | |
| | Fund Equity Balance | 40,225 | 98,059 | 465,926 | 687,171 | (687,171) | **-** | |
| | | | | | | | | |
| | **Ditch Fund Balances** | | | | | | | |
| | Ditch 54 | - | - | - | - | | | |
| | Other Fund Balances | - | - | - | - | | | |
| | **Total Fund Balances** | **40,388** | **98,059** | **468,316** | **727,396** | **(687,171)** | **40,225** | **-94%** |
| | | | | | | | | |
| | **TOTAL REVENUE** | **4,066,324** | **5,803,575** | **8,112,135** | **10,416,468** | **468,909** | **9,947,559** | **-5%** |

| Code | Prepared 7/9/2026 7:59 | 2024 Actual | 2025 Actual | 2026 Budget | 2026 Projected | Change | Request | Change 26-27 |
|---|---|---|---|---|---|---|---|---|
| | **Salaries & Benefits** | | | | | | | |
| 60110 | Salaries | 1,448,994 | 1,546,939 | 1,878,695 | 1,878,695 | 77,375 | **1,956,070** | 4% |
| 60260 | Temporary Salaries-Students | 39,000 | 9,589 | 44,533 | 24,000 | (21,455) | **23,078** | -48% |
| 60713 | HSA Payment | 15,117 | 92,939 | 92,215 | 92,215 | (7,557) | **84,658** | -8% |
| 60714 | Health Insurance | 235,020 | 317,621 | 366,120 | 366,120 | 54,273 | **420,393** | 15% |
| 60715 | Life Insurance | 526 | 2,607 | 2,944 | 2,944 | (827) | **2,117** | -28% |
| 60716 | Social Security (FICA) | 114,673 | 120,855 | 148,045 | 148,045 | 4,278 | **152,323** | 3% |
| 60717 | Retirement (PERA) | 107,880 | 114,888 | 139,434 | 139,434 | 4,054 | **143,488** | 3% |
| 60720 | Dental Insurance | 7,605 | 23,487 | 24,880 | 24,880 | 4,495 | **29,375** | 18% |
| 60721 | LTD Insurance | 1,790 | 10,447 | 12,800 | 12,800 | (6,334) | **6,466** | -49% |
| 60716 | PFML | - | - | - | - | 4,381 | **4,381** | #DIV/0! |
| 60855 | Board & Advisory Expenses | 11,000 | 10,000 | 12,000 | 12,000 | - | **12,000** | 0% |
| | **Total Salaries & Benefits** | **1,981,605** | **2,249,372** | **2,721,666** | **2,701,133** | **112,682** | **2,834,348** | **4%** |
| | **Professional Services** | | | | | | | |
| 63010 | GIS Services | 117,286 | 106,146 | 150,241 | 135,200 | (10,985) | **139,256** | -7% |
| 63052 | Accounting/HR/Audit | 218,102 | 142,267 | 124,637 | 129,137 | 8,374 | **133,011** | 7% |
| 63066 | IT Services | 64,810 | 81,036 | 87,967 | 87,967 | 5,754 | **93,721** | 7% |
| 63246 | Engineering Services | 121,000 | 31,000 | 104,500 | 70,000 | (32,400) | **72,100** | -31% |
| 63453 | Legal Services | 55,702 | 51,550 | 59,740 | 59,000 | 3,980 | **63,720** | 7% |
| | **Total Professional Services** | **576,900** | **411,999** | **527,085** | **481,304** | **(25,277)** | **501,808** | **-5%** |
| | **Operating Expenses** | | | | | | | |
| 61101 | Small Equipment (furn/off/comp/misc) | 37203 | 35892 | 51,800 | 51,800 | 65,210 | **117,010** | 126% |
| 61102 | Printing | 4040 | 3675 | 3,708 | 3,708 | 1,132 | **4,840** | 31% |
| 61105 | Cleaning & Janitorial Supp | 16,222 | 16,022 | 17,373 | 17,373 | 3,408 | **20,781** | 20% |
| 61110 | Gasoline/Oil/License | 17,377 | 3,901 | 17,678 | 6,530 | (11,028) | **6,650** | -62% |
| 61149 | Gen'l Supplies (office) | 20,033 | 5,503 | 11,057 | 11,057 | 442 | **11,499** | 4% |
| 61249 | R&M Phone Hardware | 3,450 | 215 | 3,400 | 3,400 | - | **3,400** | 0% |
| 61250 | R&M Buildings | 22,412 | 13,068 | 25,693 | 25,693 | 2,456 | **28,149** | 10% |
| 61251 | R&M Office Machine & Equip | 5,900 | 4,135 | 18,145 | 18,145 | 3,569 | **21,714** | 20% |
| 61263 | R&M Security | 1,125 | 1,465 | 2,941 | 2,941 | 39 | **2,980** | 1% |
| 61354 | Training & Conferences-Board/Other | 500 | - | 350 | 350 | 700 | **1,050** | 200% |
| 61355 | Training & Conferences-Staff Dev | 10,620 | 12,433 | 15,805 | 15,805 | 9,341 | **25,146** | 59% |
| 61475 | Mileage | 683 | 890 | 662 | 881 | 289 | **951** | 44% |
| 61476 | Other Travel Exp, Parking | 40 | 145 | 40 | 150 | 170 | **210** | 425% |
| 61477 | Meals & Staff Enrichment | 2,965 | 1,664 | 3,750 | 3,750 | 600 | **4,350** | 16% |
| 61552 | Bank Charges | 799 | 1,088 | 1,174 | 1,174 | 35 | **1,209** | 3% |
| 61557 | Dues & Memberships | 17,000 | 27,591 | 32,115 | 28,615 | (1,060) | **31,055** | -3% |
| 61558 | Advertising | 1,650 | 504 | 650 | 650 | 2,500 | **3,150** | 385% |
| 61559 | Subscriptions & Publications | 4,243 | 7,502 | 7,823 | 7,823 | 3,381 | **11,204** | 43% |
| 61575 | Books & Software | 33,558 | 15,658 | 74,450 | 60,450 | (8,770) | **65,680** | -12% |
| 61810 | Misc & Contingency | - | - | 1,750 | 1,750 | - | **1,750** | 0% |
| 62119 | Web Site Server | 1,995 | - | 3,600 | 3,600 | (1,185) | **2,415** | -33% |
| 62124 | Leases & Rentals | 8,292 | 6,038 | 4,804 | 4,804 | (1,340) | **3,464** | -28% |
| 62225 | Utilities-Heat/Natural Gas | 2,626 | 2,907 | 3,091 | 3,091 | 124 | **3,215** | 4% |
| 62226 | Utilities-Electric | 5,696 | 4,747 | 6,106 | 6,106 | 316 | **6,422** | 5% |
| 62228 | Utilities-Waste/Recycle Disposal | 1,418 | 1,808 | 1,774 | 1,774 | 266 | **2,040** | 15% |
| 62229 | Phones | 18,778 | 13,927 | 17,850 | 17,850 | 536 | **18,386** | 3% |
| 62231 | Postage | 975 | 402 | 517 | 517 | 16 | **533** | 3% |
| 62273 | Cable | 7,649 | 6,117 | 7,004 | 7,004 | 210 | **7,214** | 3% |
| 62370 | Insurance-Liability | 19,425 | 12,667 | 13,174 | 13,174 | 527 | **13,701** | 4% |
| 62372 | Insurance-Property | 4,935 | 9,133 | 9,498 | 9,498 | 380 | **9,878** | 4% |
| 62373 | Insurance-Work Comp | 5,709 | 10,264 | 10,458 | 10,458 | 418 | **10,876** | 4% |
| 62374 | Insurance-Vehicles | 1,192 | 1,190 | 1,250 | 1,250 | 63 | **1,313** | 5% |
| | **Total Operating Expenses** | **278,510** | **220,551** | **369,490** | **341,171** | **72,744** | **442,234** | 20% |
| | **Program Costs** | | | | | | | |
| | **Administration** | | | | | | | |
| 63052 | Consultant | - | - | - | - | 80,000 | **80,000** | #DIV/0! |
| 63052 | Facility Assessment / Architectural Evaluation | - | - | - | - | 35,000 | **35,000** | #DIV/0! |
| 61148 | Field Supplies-ADM | 750 | 640 | 750 | 750 | 253 | **1,041** | 39% |
| | **Watershed Development** | | | | | | | |
| 61549 | Illicit Discharge Detection | 900 | 490 | 900 | 250 | (45) | **900** | 0% |
| 61549 | Groundwater-Surface Water Dewatering Study | 15,000 | - | - | - | - | **-** | #DIV/0! |
| 63246 | District Rule Amendment | - | - | 7,950 | - | (8,348) | **(1)** | -100% |
| 63246 | BMP Standards | - | - | 11,236 | 5,000 | (8,400) | **-** | -100% |
| 63246 | Engineering Standards | - | - | 13,250 | 5,000 | (12,600) | **-** | -100% |
| 63246 | Engineering | 400,000 | 242,992 | 367,500 | 367,500 | - | **273,000** | -26% |
| 61148 | Field Supplies-WD | 500 | 462 | 627 | 627 | 15 | **671** | 7% |

| Code | Prepared 7/9/2026 7:59 | 2024 Actual | 2025 Actual | 2026 Budget | 2026 Projected | Change | Request | Change 26-27 |
|---|---|---|---|---|---|---|---|---|
| | **Planning & Special Studies** | | | | | | | |
| 63246 | Boundary Adjustments | 3,000 | - | - | - | - | - | #DIV/0! |
| 63246 | Water Quality Model | - | 116,613 | - | - | - | - | #DIV/0! |
| 63246 | H&H Model Upgrades | | | - | - | 30,000 | **30,000** | |
| 63246 | Model Updates | 50,000 | 42,765 | 53,000 | 53,000 | (2,650) | **53,000** | 0% |
| 63246 | Watershed Modeling Pilot Upgrade | - | 101,482 | - | - | - | - | #DIV/0! |
| 63246 | Infiltration Study | - | - | 40,000 | 40,000 | (42,000) | - | -100% |
| 63246 | LCC Subwatershed Plan | - | - | - | - | 200,000 | **200,000** | |
| 63246 | Stonybrook Creek Subwatershed Plan | - | - | - | - | 90,000 | **90,000** | |
| 63246 | Aquatic Organism Passage Enhanc Ph 2 | 75,000 | 37,300 | - | - | - | - | #DIV/0! |
| 63246 | Subwatershed Planning/Assessments | 228,000 | 185,145 | - | - | - | - | #DIV/0! |
| 63246 | Altered Hydrology Analysis | - | - | - | - | 60,000 | **60,000** | |
| 63246 | Subwatershed Feasibility Designs | - | - | - | - | 40,000 | **40,000** | #DIV/0! |
| 63246 | Channel Geomorphic Analysis | - | 6,360 | - | - | - | - | #DIV/0! |
| 63246 | Springbrook Creek Pumping Optimization | | | - | - | 30,000 | **30,000** | |
| 63246 | Drainage Atlas | - | - | - | - | - | - | #DIV/0! |
| 63246 | Water Quantitiy Study | - | 18,608 | - | - | - | - | #DIV/0! |
| 63246 | D39 Stormwater Resilience Planning | | | - | - | 98,956 | **98,956** | |
| 63246 | D37 Plan Implementation | - | - | 45,000 | 45,000 | (47,250) | - | -100% |
| 63246 | CC Restoration Impl Analysis | - | - | - | - | 150,000 | **150,000** | |
| 63246 | Lifecycle & Replacement Cost Study | - | - | - | - | 75,000 | **75,000** | |
| 63246 | Economic Water Resource Study | 125,000 | - | - | - | - | - | #DIV/0! |
| 61549 | MN Stormwater Research Council-Partner Funding | 10,000 | - | - | - | - | - | #DIV/0! |
| 61549 | Groundwater Study/Assessment | 5,000 | 68,000 | 100,000 | 100,000 | (105,000) | - | -100% |
| | **Operations & Maintenance** | | | | | | | |
| 63246 | Engineering/Feasibility Studies | 30,000 | 31,800 | 33,708 | 32,000 | 337 | **35,730** | 6% |
| 63246 | AOP Crossing Enhancement | - | 7,364 | - | - | - | - | #DIV/0! |
| 63246 | CC Restoration 131st to Main | - | 10,537 | - | - | - | - | #DIV/0! |
| 63246 | University Ave Pond Retrofit | - | 408 | - | - | - | - | #DIV/0! |
| 63246 | Non Routine Maintenance-City Coop/Repair | - | - | - | - | 20,000 | **20,000** | #DIV/0! |
| 63246 | Flood Mitigation | - | - | 50,000 | 35,000 | (52,500) | - | -100% |
| 63246 | Develop Standards Project Specification | - | - | 14,326 | 10,000 | (15,042) | **0** | -100% |
| 632469 | Asset Registry | - | - | 8,427 | 8,400 | 85 | **8,933** | 6% |
| 63246 | BMP Revitilization | - | - | 7,000 | 5,000 | (2,350) | **5,000** | -29% |
| 63246 | SQT Pilot | - | - | 79,500 | 25,000 | (83,475) | - | -100% |
| 63595 | Bank Repair & Stabilization | 125,000 | 185,311 | 161,518 | 101,000 | (82,500) | **75,000** | -54% |
| 61251 | Ditch Repair & Maintenance | 10,000 | 53,966 | 50,000 | 50,000 | 500 | **53,000** | 6% |
| 61549 | Non Routine Maintenance | 96,000 | 67,613 | 107,866 | 105,000 | 2,157 | **115,416** | 7% |
| 61148 | Field Supplies-O&M | 1,400 | 1,484 | 1,500 | 1,500 | 442 | **2,017** | 34% |
| | **Water Quality** | | | | | | | |
| 61549 | AIS Rapid Response | 20,000 | 1,900 | 20,000 | 2,500 | 9,500 | **20,000** | 0% |
| 61549 | Lake Plan Implementation | 5,000 | 3,030 | 5,618 | 4,000 | (25) | **5,750** | 2% |
| 61549 | Monitoring | 110,489 | 99,880 | 124,145 | 120,000 | 310 | **126,310** | 2% |
| 61549 | WQ Cost Share Program | 215,000 | 217,301 | 290,000 | 275,000 | 1,250 | **290,000** | 0% |
| 61549 | Groundwater-Surface Water Chlorides Pilot | 35,000 | 4,293 | 108,492 | 88,000 | (105,000) | - | -100% |
| 63246 | Biomonitoring | - | 4,431 | - | - | - | - | #DIV/0! |
| 63246 | Pond Performance Evaluation | - | 1,162 | - | - | - | - | #DIV/0! |
| 61549 | Pond Mitigation | - | - | - | - | 35,000 | **35,000** | |
| 61549 | Leaky Sanitary Sewer Investigation | - | - | 84,270 | 84,270 | (88,200) | - | -100% |
| 61549 | Street Sweeping Testing | 15,000 | 12,887 | - | - | - | - | #DIV/0! |
| 61549 | Contaminents of Emerging Concern Ph II | 50,000 | 28,978 | 50,000 | 5,000 | (52,500) | - | -100% |
| 61549 | FY27 WBIF | - | - | - | - | 324,099 | **324,099** | |
| 61549 | Winer Chloride Monitoring | 6,000 | - | - | - | - | - | #DIV/0! |
| 61549 | Sand Cr Habitat Connectivity Study | - | - | - | - | 47,800 | **47,800** | |
| 61148 | Field Supplies-WQ | 2,566 | 2,344 | 3,350 | 3,350 | 989 | **4,507** | 35% |
| | **Public & Government Relations** | | | | | | | |
| 61549 | Springbrook I&E Implementation | 69,900 | 2,000 | - | - | - | - | #DIV/0! |
| 61549 | Targeted Pleasure Cr I&E Implementation | 19,900 | - | - | - | - | - | #DIV/0! |
| 61549 | NKE Sand Creek Trail Audience Survey | 15,000 | - | - | - | - | - | #DIV/0! |
| 61549 | Community I & E | - | - | - | - | 25,000 | **25,000** | |
| 61549 | Subwatershed I & E | - | - | 20,000 | 15,000 | 20,000 | **20,000** | 0% |
| 61549 | Chloride Reduction I & E | - | - | - | - | 12,000 | **12,000** | |
| 61549 | Website Updates | - | - | - | - | - | - | #DIV/0! |
| 61549 | Digital Communications & Resources | - | - | 10,000 | 10,000 | 4,500 | **15,000** | 50% |
| 61549 | Creek/Ditch Signage | 11,000 | 3,302 | 3,500 | 3,500 | (175) | **3,500** | 0% |
| 61549 | Audience Community Survey | 28,393 | 22,782 | 45,000 | 25,000 | (26,250) | - | -100% |
| 61549 | Interactive Education/Engagement | - | 21,200 | 35,000 | 35,000 | (21,750) | **15,000** | -57% |
| 61549 | Water Education Grants | 3,867 | 3,948 | 4,000 | 2,500 | 1,375 | **4,000** | 0% |
| 61549 | Newsletter Communications | - | 5,825 | 25,000 | 20,000 | (21,000) | - | -100% |
| 61549 | Sponsorships | 1,750 | 1,500 | 2,000 | 1,500 | 425 | **2,000** | 0% |
| 61549 | Adopt-A-Drain | 6,000 | 5,470 | 5,000 | 5,000 | (250) | **5,000** | 0% |
| 61549 | Pet Waste | 10,288 | 22,558 | 21,000 | 8,000 | 12,600 | **21,000** | 0% |
| 61148 | Field Supplies-PGA | 3,815 | 2,222 | 2,850 | 2,850 | 2,017 | **5,010** | 76% |

| Code | Prepared 7/9/2026 7:59 | 2024 Actual | 2025 Actual | 2026 Budget | 2026 Projected | Change | Request | Change 26-27 |
|---|---|---|---|---|---|---|---|---|
| | **Waters Restoration & Protection** | | | | | | | |
| 63595 | AOP Enhancement Ph II | - | - | 500,000 | 500,000 | (525,000) | - | -100% |
| 63595 | PC MNDot Pond Outlet Modification | 21,000 | 38,010 | - | - | - | - | #DIV/0! |
| 63595 | Springbrook Nature Center Outlet Mod | 22,500 | 7,729 | - | - | - | - | #DIV/0! |
| 63595 | Happy Acres Park D60-P01 Pond | - | - | - | - | 989,000 | **989,000** | |
| 63595 | Happy Acres Park West Infiltration Basin | | | - | - | 23,400 | **23,400** | |
| 63595 | Sand Creek AOP Crossing Ehanc @ Xeon | 115,000 | - | 171,366 | 171,000 | (179,550) | - | -100% |
| 63595 | D60-2 Reroute | - | - | - | - | 240,720 | **240,720** | |
| 63595 | AOP Crossing Enhancement Ph III | - | - | - | - | 50,000 | **50,000** | |
| 63595 | PC Pond Outlet Modification Alt | | | - | - | 450,000 | **450,000** | |
| 63595 | CC Restoration | - | - | - | - | 1,200,000 | **1,200,000** | |
| 63595 | CRD Reg Park LCC Corridor Restoration-Expansion | 440,000 | 506,918 | - | - | - | - | #DIV/0! |
| 61549 | D17 Springbrook Cr Subwatershed plan impl | 90,000 | 30,000 | 142,400 | 142,000 | (149,100) | - | -100% |
| 61549 | Pleasure Cr Subwatershed plan impl | 87,500 | 87,500 | 108,684 | 108,000 | - | - | -100% |
| 63246 | Subwatershed Plan-D39 impl | - | 58,052 | 2,968,583 | 968,000 | (1,016,400) | - | -100% |
| 63246 | Subwatershed Plan-D60 impl | - | - | 800,000 | 150,000 | (157,500) | - | -100% |
| 61148 | Field Supplies-WRRP | - | - | - | - | - | **1,500** | |
| | **Total Program Costs** | **2,580,518** | **2,374,562** | **6,704,316** | **3,739,497** | **1,557,870** | **5,468,260** | **-18%** |
| | | | | | | | | |
| | **Capital Costs** | | | | | | | |
| 65180 | Building Improvements | 97,350 | 2,645 | 9,000 | 9,000 | 516,209 | **525,209** | 5736% |
| | ~LL remodel | | | - | - | 249,709 | - | |
| | ~Office PGR assist | | | - | - | 6,500 | - | |
| | ~Landscaping | | | - | - | - | - | |
| | ~Insulate/Soundproof 2 offices | | | - | - | 9,000 | - | |
| | ~Keyless entry | | | - | - | - | - | |
| | ~Handicap Doors | | | - | - | - | - | |
| | ~Hex Pave | | | - | - | - | - | |
| | ~Rear Parking Paving | | | - | - | - | - | |
| | ~Front Parking Paving | | | - | - | 250,000 | - | |
| | ~Parking Lot Netting | | | - | - | - | - | |
| | ~Bath sinks/counters | | | - | - | 10,000 | - | |
| 65230 | Monitoring & Field Equipment | 14,000 | 64,429 | - | - | - | - | #DIV/0! |
| | ~Portable Velocity/Depth Sensor | | | - | - | - | - | |
| | ~Backpack electrofisher | | | - | - | - | - | |
| | ~GNSS Receiver | | | - | - | - | - | |
| 65250 | Vehicle | - | 34,421 | 47,000 | 46,000 | 13,000 | **60,000** | 28% |
| 65340 | Office Furniture & Fixtures | 16,000 | | - | - | 115,700 | **115,700** | #DIV/0! |
| 65380 | Computers & Equipment | - | 19,344 | - | - | - | - | #DIV/0! |
| 65390 | Software-Website migration | 29,358 | 21,482 | 15,000 | 15,000 | - | - | -100% |
| | **Total Capital Costs** | **156,708** | **142,321** | **71,000** | **70,000** | **644,909** | **700,909** | **887%** |
| | | | | | | | | |
| | **TOTAL EXPENSES** | **5,574,241** | **5,398,805** | **10,393,557** | **7,333,105** | **2,362,928** | **9,947,559** | |

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

| | |
|---|---|
| **MEETING DATE**: | July 13, 2026 |
| **AGENDA NUMBER:** | 20 |
| **ITEM**: | District Staffing and Organizational Capacity |
| **AGENDA:** | Discussion |

## ACTION REQUESTED
Receive update and provide feedback as desired

## BACKGROUND
Staff have been reviewing District staffing and organizational capacity in relation to the District's statutory responsibilities, Comprehensive Watershed Management Plan, current and anticipated workload, internal staff capacity, external service support, facility capacity, and anticipated succession planning needs.

The District's current staffing and operating model developed over time in response to changing development activity, regulatory requirements, implementation demands, partner expectations, and staff expertise. Based on the review to date, the District remains generally aligned with what the agency needs to do to carry out its mission. The current need is targeted refinement: clarify ownership, manage succession transitions, align workload with program purpose, and determine where additional internal or external capacity may be needed.

## CAPACITY FINDINGS
The review considered what the District is required and expected to do, what staff are currently doing, what external support is being used, and where future capacity pressure is likely to occur. The primary findings are:

1. Core operating capacity is generally adequate with targeted adjustments. Administration, finance, HR, records, contracts, IT coordination, compliance systems, and Board support are generally supportable, with Administrative Services succession being the major near-term risk.

2. Core resource protection capacity is generally adequate with targeted adjustments. Regulation, WCA, inspections, monitoring, compliance, drainage, and maintenance remain generally aligned with current agency needs. Some role clarification and workload prioritization are needed.

3. Implementation and project delivery are the main capacity gap. Restoration, retrofits, flood mitigation, TMDL/WRAPS implementation, grant-funded projects, construction coordination, and closeout require substantial external support and more internal project management capacity.

4. External capacity remains an important part of the District's operating model and should continue to be evaluated as workload changes. The District has strong internal staff and effective relationships with current service providers. Many specialized services are appropriately provided externally.

**INTERNAL CAPACITY**

The current 2027 budget framework would allow up to 17 staff positions by the end of 2027. Because one position is fully remote and several positions are less than 40 hours per week, the 17-position model equals approximately 16.55 FTE.

| **Capacity Area** | **Internal Capacity** | **General Role** |
|---|---|---|
| Agency Administration and Management | 4 positions / 3.80 FTE | Operates the agency and supports governance, finance, HR, payroll coordination, records, contracts, IT coordination, facilities, compliance systems, budget, and office operations. |
| Surface Water Management and Implementation | 13 positions / 12.75 FTE | Carries out the District's watershed mission through regulation, monitoring, planning, maintenance, public engagement, asset management, restoration, flood mitigation, and project delivery. |
| **Total** | **17 positions / 16.55 FTE** | |

**FACILITY CAPACITY**

Under the current 2027 budget framework, the District would have 16 regular in-office staff. That level of staffing is beginning to press against the practical capacity of the current office layout. Without facility improvements, additional staffing and operational needs would likely need to be accommodated through makeshift workstations, shared or displaced work areas, reduced meeting space flexibility, and less functional space for records, storage, confidential conversations, and staff collaboration.

**EXTERNAL CAPACITY**

The District's total capacity includes internal staff and external support. External support currently includes engineering, legal services, accounting, payroll, and audit support, GIS, IT, monitoring partners, software systems, facility vendors, contractors, and specialized consultants.

External capacity remains appropriate where work is specialized, variable, or more effectively provided through outside support. External work still requires internal capacity to scope, manage, review, coordinate, track, and close out the work. As workload changes, staff will continue evaluating the best way to coordinate internal staff, existing service providers, and other specialized support to maintain reliable, cost-effective capacity.

## STAFF EXPERIENCE AND RETENTION

The District continues to benefit from an experienced and capable staff. Even after two recent retirements involving long-serving employees and the addition of two new staff members, current staff average approximately 5.4 years of service with the District. This retained experience is an important part of the District's capacity.

Experienced staff increase organizational effectiveness because they understand District programs, regulatory requirements, local drainage and resource systems, partner expectations, and the District's operating history. This allows the organization to manage complex work with less oversight, less rework, and less reliance on additional staff or external support than would otherwise be needed.

Continued staff retention should remain a priority. If turnover increases, the District would likely experience reduced productivity, loss of institutional knowledge, increased training needs, and greater pressure to add internal staff capacity, external support, or both.

## NEXT STEPS

Staff will continue evaluating organizational capacity, staffing alignment, external support, facility needs, and succession planning as part of ongoing management and budget planning. The review indicates that future staffing needs should continue to be evaluated at appropriate decision points because workload, implementation demands, external service needs, and facility constraints are subject to change. Specific items requiring Board consideration will be brought forward as they are developed.