COON CREEK WATERSHED DISTRICT
BOARD OF MANAGERS' MEETING

The Board of Managers of the Coon Creek Watershed District held their regular meeting on Monday, August 10, 2026, at the Coon Creek Watershed District Office.

1. Call to Order

The meeting was called to order at 5:52 PM
Board Members Present: Jim Hafner, Mary Campbell and Dwight McCullough
Board Members Absent: Jason Lund
Staff Present: Jon Janke, Erin Margl, Jessica Lindemyer, Hattie Hillukka and Michelle Ulrich
Zoom Attendees: Tyler Thompson

2. Approval of the Agenda

Board Member Campbell moved to add Permit Item #10 P26-023 Andover Cinema Retail and Item #11 P26-039 MarNicArt Fire Station Redevelopment to the Consent Items. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

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

3. Announcements

No announcements

4. Open Mic/Public Comment

No one was present for comment

CONSENT ITEMS

5. Approval of Minutes of July 13, 2026

6. Bills/Accounts Payable

Claims totaling $199,520.58 for 07/27/2026 and $89,513.94 for 08/10/2026 on the following disbursement(s) list will be issued and released upon Board approval.

Vendor	Amount
V0033--DELL MARKETING LP	2,470.48
V0054--MICHELLE J ULRICH PA	2,435.00
V0102--US GEOLOGICAL SURVEY	49,623.00
V0110--RESPEC COMPANY LLC	9,136.25
V0128--YTS COMPANIES LLC	6,080.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	104.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	130.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	76.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	247.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	304.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	323.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	171.00
V0195--STANTEC CONSULTING SERVICES INC	18,854.75
V0195--STANTEC CONSULTING SERVICES INC	53,166.75
V0197--VANDERBILT, CHASE	174.07
V0221--ABDO LLP	1,280.00
V0242--METRO I NET	7,330.00
V0348--BLUE CROSS BLUE SHIELD OF MN	26,321.27
V0350--FIRST UNUM LIFE INSURANCE COMPANY	746.24
V0351--DELTA DENTAL OF MN	1,958.93
V0352--HEALTH EQUITY INC	37.10
V0352--HEALTH EQUITY INC	331.00
V0352--HEALTH EQUITY INC	1,043.35
V0360--PAYLOCITY	572.68
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,436.81
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0366--KRAUSE, EMMA	152.90
V0387--SHOT BY SCHULTZ LLC	1,260.00
V0394--RECTANGLE DESIGNS LLC	5,000.00
	199,520.58

Vendor	Amount
V0008--US BANK	11,564.94
V0010--A1 FLOOR AND CARPET CARE	1,119.30
V0026--CITY OF COON RAPIDS	11,700.00
V0051--LENNAR CORP FAMILY OF BUILDERS	10,922.07
V0063--NORTHERN NATURAL GAS COMPANY	3,028.75
V0111--WELL GROOMED LAWNS INC	546.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	260.00
V0138--RMB ENVIRONMENTAL LABORATORIES INC	195.00
V0221--ABDO LLP	3,333.33
V0221--ABDO LLP	1,160.00
V0229--TRUE BLUE PLUMBING LLC	385.00
V0242--METRO I NET	109.00
V0352--HEALTH EQUITY INC	1,043.35
V0352--HEALTH EQUITY INC	662.00
V0362--PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	8,425.20
V0363--MINNESOTA STATE RETIREMENT SYSTEM	1,365.00
V0445--EB BLAINE DEVELOPMENT LLC	33,500.00
	89,513.94

The following permit items were moved to the Consent Agenda.

10. P26-023 Andover Cinema Retail

The purpose of this item is the construction of 2 retail buildings and reconstruction of parking and drive aisles located at the northeast corner of the existing Andover Cinema parking lot at 1836 Bunker Lake Blvd NW, Andover, Minnesota.

The application proposes the construction of 2 new retail buildings and reconstruction and reconfiguration of parking areas and drive aisles. The project will disturb 1.85 acres and create 1.04 acres of fully reconstructed impervious surface. The area drains to County Ditch 57. The relevant water resource concerns are stormwater management (District Rule 3) and Soils and Erosion Control (District Rule 4).

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 $7,200.00 and execution of 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.

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. Notify the District when construction of Underground Filtration System UI-1 is beginning. District staff or a District engineer must be on site to witness construction of the underground system.
3. Completion of post excavation (prior to rock placement) infiltration test on Underground Infiltration System UI-1) 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. 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.
5. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

11. P26-039 MarNicArt Fire Station Redevelopment

The purpose of this item is the construction of 8 single family home lots and stormwater treatment features located at 2831 113th Avenue NW, Coon Rapids, Minnesota.

The project is proposing the construction of 8 single family homes with associated stormwater treatment features. The project will disturb 1.93 acres and create 0.56 acres of regulated impervious surface. The area is within the Riverview Creek subwatershed. The relevant water resource concerns are stormwater management (Rule 3) and Soils & Erosion Control (Rule 4).

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve with (two) 2 Conditions and (four) 4 Stipulations.

Conditions:

Rule 2.7 – Procedural Requirements

1. Submittal of a performance escrow in the amount of $7,720.00 and execution of a signed escrow agreement.

Rule 4.0 – Soils and Erosion Control

2. Show energy dissipation at infiltration basin pipe outlet.

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

1. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001).
2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. Completion of a post construction infiltration test by filling the infiltration 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. 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.

Board Member Campbell moved to approve the Consent Agenda Items. Seconded by Board Member Hafner. The motion carried with three (3) yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

POLICY ITEMS

9. MN Watersheds Delegates and Annual Resolutions Meeting

District Administrator Jon Janke discussed the purpose of this item was to identify District representation for August 31, 2026, MN Watersheds Annual Meeting on Resolutions and Petitions and provide the Board with an opportunity to review and discuss the proposed resolutions and legislative platform.

On July 1, 2026, MN Watersheds distributed the 2026 Annual Meeting on Resolutions and Petitions materials to member organizations. The meeting will be held by Zoom on August 31, 2026, at 10:00 am. Delegates will consider and act on proposed updates to the legislative platform and nine proposed resolutions.

MN Watersheds' annual resolutions process was attached to the Staff Report. Resolutions adopted at the August meeting become active MN Watersheds policy, while annual legislative priorities are considered later at the annual business meeting held during the December conference.

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to Approve the 2026 Minnesota Watersheds Delegate Appointment Form naming the Board President and Vice President as delegates and Manager McCullough as alternate.

Board Member Campbell moved to Approve the 2026 Minnesota Watersheds Delegate Appointment Form naming the Board President and Vice President as delegates and Manager McCullough as alternate. Seconded by Board Member Hafner. The motion carried with three (3) yeas (Board Members Campbell, Hafner, and McCullough) and no nays.

PERMIT ITEMS – *(moved to Consent Agenda)*

DISCUSSION ITEMS
12. Draft 2027 Budget #2

Mr. Janke discussed the purpose of this item was to present the second draft of the 2027 District budget, including preliminary expenditures, revenues, and estimated levy impact.

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 second full draft budget for Board review.

Staff will continue refining revenues, project timing, grant assumptions, and other budget details as the budget moves through Board and advisory committee review.

This list highlights issues, concerns and opportunities:

1. The draft budget is currently estimated to result in an approximately 1.6% 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. Following Board review, staff recommend distributing the second draft budget to the Technical Advisory Committee and Citizen Advisory Committee for review and comment. Advisory committee comments will be reported to the Board at the August 24 meeting.
5. The remaining budget calendar is:
   - 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

Based on the findings and exhibits presented in the Staff Report, the staff recommendation was to receive the second draft budget and authorize distribution to the Technical Advisory Committee and Citizen Advisory Committee for review and comment.

Board Member Campbell moved to receive the second draft budget and authorize distribution to the Technical Advisory Committee and Citizen Advisory Committee for review and comment. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Hafner and McCullough) and no nays.

13. Board Tour and Open House Follow-Up

Mr. Janke discussed the purpose of this item was to relay the feedback requested by the Board at the previous meeting from the Citizen Advisory Committee (CAC) members regarding the Board tour and open house format.

It was concluded that the event was viewed as positive by most of the CAC members and they appreciated the attempt. There was one comment made that they didn't care for the change in the format and how it was handled.

Engagement Coordinator Jessica Lindemyer shared information regarding the CAC feedback from its July 8, 2026, meeting and the context on how many members were present at the event. Of the four members that attended the event, only two individuals gave feedback.

A suggestion was made to capture photos and videos via a drone for the CAC members in place of physically touring locations. Ms. Lindemyer expressed that aerial views would offer better insight into the locations that are inaccessible if on a bus tour.

The time of the event was also discussed as a possible reason the event wasn't as well attended as it could perhaps be. There was additional discussion regarding CAC members taking their personal vehicle to tour locations, but the feedback given was about taking personal time to drive to the locations at their leisure or having the event later after work hours may increase attendance.

The staff recommendation is to review the feedback received regarding the 2026 Board tour and open house and provide any direction for future planning.

14. District Staffing and Organizational Capacity

Mr. Janke indicated that this item was a follow-up to information briefly discussed and subsequently tabled at the previous meeting. He reminded the Board that they had been discussing the District's organizational structure in light of leadership changes, growth, and the future direction of the district. At that time, the Board requested an organizational chart and 10-year plan to provide a clearer picture of the District's current position and future needs, which Mr. Janke provided.

Discussion followed regarding next steps, including stabilizing, monitoring, and adding internal and external support to further the District's mission. Mr. Janke discussed the future transition of the Administrative Services Coordinator position, noting that approximately 55% of the current role consists of payroll, human resources, and benefits, with the remaining responsibilities involving IT, fleet, and facility management. His plan is to rehire for the core responsibilities of the position and delegate the remaining duties among other staff through 2027, with a reevaluation planned for 2028.

Mr. Janke also stated that the District's current four Administrative positions are expected to be adequate at this time, although an external HR company may become necessary in the future, potentially resulting in a split of HR responsibilities. He expressed hope that the 1:1 position will be filled in early 2027.

The discussion concluded with both Member McCullough and Mr. Janke noting that current Administrative Services Coordinator Corinne Elfelt has been an important source of institutional knowledge for the District and has served as a "Jack/Jill of all trades." They emphasized that her experience and broad knowledge will be very difficult to replace.

INFORMATIONAL ITEMS
15. Springbrook Community Survey

Ms. Lindemyer presented information regarding the Springbrook Community Survey that she sent out approximately 2 weeks ago with the deadline of August 15th. The community can respond at any time, the deadline was put in place as the date to start analyzing the data. The survey went out to approximately 4000 households and currently the number of replies is in the low double digits. This survey was mailed and is a trial to see if this method is a good way to contact residents and if it's worth the expense or if electronically sending the survey is a better way to get responses. The cost was approximately $3000 for printing and postage. The Board would like to see the results when available.

16. Invasive Phragmites in Minnesota

Mr. Janke informed the Board that this article is a feel-good article and reflected positively on the contributions to local communities and resources from districts like the watersheds that are combating the invasive species. This is a win for us locally but still is an issue in the state. It is a celebration of efforts to date and signal that we can do it if we keep up the efforts. Concluding if we can get on the issue early, it can make a difference.

ADJOURNMENT

Board Member Campbell moved to adjourn at 6:24 pm. Seconded by Board Member McCullough. The motion carried with three (3) yeas (Board Members Campbell, Hafner and McCullough) and no nays.

James M Hafner

President