



# Sunrise River WMO

2241 – 221<sup>st</sup> Ave  
Cedar, MN 55011

## APPROVED MINUTES

Sunrise River Water Management Organization Meeting  
Thursday April 4, 2024  
Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:31 pm.

2. Roll Call

Present	Absent		Present	Absent	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Hegland, Treasurer (Columbus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jonh Olson (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Melchior, Chair (Columbus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Kelly (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Treasurer (E Bethel)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Kate Luthner, ACD</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Kirkham (Ham Lake)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: <u>Jack Davis, Columbus</u>

3. Approval of Agenda

Mr. Schurbon requested to add two items under agenda item as 6a: Phase 2 shoreline grant update and 6b: WBIF grant update.

**Ms. Hegland moved to approve the agenda as amended and Mr. Kelly seconded. The motion carried with all in favor.**

4. Approval of Minutes for February 1, 2023

**Ms. Hegland moved to approve the minutes with some typographical errors corrected and Mr. Kelly seconded. The motion carried with all in favor.**

5. Financial Reports

A. Treasurer’s report

Ms. Hegland stated there was a starting balance of \$33,678.15 and an ending balance of \$30,860.41. There were three deposits from the communities. Ham Lake and East Bethel paid the entire year and Linwood paid the first half. Columbus has not yet made their payment.

Mr. Davis and Ms. Hegland stated they would see that it is paid. There were expenditures for MCIT, Kennedy & Graven (attorney), and Cameron Blake (recording secretary).

**Mr. Mager moved to accept the treasurer’s report as presented and Mr. Olson seconded. The motion carried with all in favor.**

B. Grants financial report

Mr. Schurbon reported there were four updates, three of them were approved at the last meeting. \$1,000 was added to the cost share fund, \$2,000 was added to the Linwood Lake study fund which will be occurring with tributary monitoring this year, and \$1,000 was added to the carp management fund for planned work in 2025. The last update was the addition of the new Phase 2 Clean Water Fund Sunrise Chain of Lakes Shoreline Stabilizations grant, which reflects the state funds and landowner match with no SRWMO match required.

6. Unfinished Business

A. Phase 2 Shoreline Grant

Mr. Schurbon updated the group that he had completed the grant work plan with BWSR staff. The grant application stated Martin Lake as a priority with Linwood and Coon Lakes as secondary priorities. At the last meeting, the SRWMO board had expressed interest in funds going to Coon or Linwood Lake. Mr. Schurbon explained that the work plan was written to allow funding to be used for any of those lakes with some priority scoring for Martin Lake. Priority scoring for Martin Lake will not be so much as to preclude projects at the other lakes. Mr. Schurbon noted that the grant is not large enough to perform outreach at all properties at all the lakes, as they would likely need to turn many landowners away. Staff will identify priority shoreline segments with some at each lake.

Mr. Kelly asked if the visibility of projects would be considered in the prioritization process? Mr. Schurbon said this can be considered.

The group asked how SRWMO project accomplishments are publicized, and suggested a press release to a local newspaper after the 2024 shoreline projects are installed. Mr. Schurbon stated he can do so.

B. WBIF Grant

SRWMO requested that funding for identified projects be set aside before the remainder of the metro WBIF is distributed to the rest of the basin. The convene group agreed to consider such requests. The requirements were that the funding be a small dollar amount, the projects already identified in eligible water plans, and they have to be something the Lower St. Croix Partnership has not been funding. The SRWMO requested \$75,000 for a raingarden on Coon Lake with the remainder to be used for shoreline projects. Mr. Schurbon believes this funding will be approved at the next meeting. The other organization that requested funding was the Valley Branch Watershed District who is requesting a large amount of money for unspecified projects. Mr. Schurbon does not feel the group will approve this.

Ms. Hegland explained that she has requested this project funding availability be communicated to cities, and this will be accomplished through communication through the respective watershed districts and management organizations. Ms. Hegland will follow up to see if this has been done and feels this is a good start to be more inclusive in this process in the future. Mr. Melchior reported that the group was receptive and seemed to hear the concerns expressed by the SRWMO and other parties regarding this funding process.

Mr. Schurbon explained that the SRWMO will need to decide on a grant recipient and fiscal agent for these funds if awarded. In the past the ACD has served both of these roles for most grants in the SRWMO area, but he does not recommend this in this case because the SRWMO is requesting this funding. Ms. Hegland said she felt this should be decided tonight as this will be helpful to have determined before the next metro WBIF meeting. Mr. Schurbon explained the SRWMO can contract with ACD to serve as grant fiscal agent, including authorizing ACD to take certain actions such as making progress payments to contractors in a timely way. The SRWMO would be responsible for the grant and would have the grant agreement with the State.

**Mr. Melchior moved for SRWMO to be the grant recipient and ACD to be the fiscal agent for any FY25 metro WBIF funds for projects in the SRWMO area. Ms. Hegland seconded. The motion carried with all in favor.**

Ms. Hegland thanked Mr. Schurbon for submitting the project funding requests and the board thanked Ms. Hegland and Mr. Melchior for attending on behalf of the SRWMO.

7. New Business

A. Data practices policy

The SRWMO does not currently have a data practices policy. Mr. Schurbon has drafted a policy that will serve several organizations in a similar position. It is under attorney review.

The policy must identify key people to contact for data requests from the public. In the draft policy, he listed the Chair (and future chairs) as the Responsible Authority and Compliance Official and himself as the Designee. He also added a statement addressing the fact that the SRWMO does not have someone who regularly opens mail.

The group discussed timely responses to data requests, and what would constitute the official start any 10 day timeline to respond to a request. The board felt this is specified in statute. Mr. Mundle said currently SRWMO mail is collected prior to the board meeting or is sometimes left in his mailbox.

The board asked whether there could or should be a data request form on the SRWMO website. Mr. Schurbon said this policy and form could be added to the website, but there is not currently a way to submit anything through the SRWMO website.

Mr. Melchior said this policy is separate from a litigious data discovery practice and explained how this plays out in a court setting. Ms. Hegland said the SRWMO has to comply with state statute in following a public data request. Mr. Melchior discussed options of how the SRWMO could respond to a data request in light of the 10 day timeline and that the SRWMO does not have staff monitoring mail. Mr. Schurbon said he could bring the concern about timeliness to the attorney.

Ms. Hegland said she felt the responsible authority and compliance official should be someone with a more consistent role in the SRWMO and with access to the data that would be requested, such as staff rather than the chair or a board member. Mr. Schurbon will ask the attorney if the designated person could be staff or contracted staff or if it should be someone with decision making authority, which would be a board member. Right now the SRWMO’s website lists a mailing address (city hall) and an email for a day to day contact, which is currently Mr. Schurbon. Consensus of the board is that they would wish for contracted staff to fill the responsible roles in the data practices policy.

B. Community events

Mr. Mundle will connect Mr. Schurbon with the East Bethel Booster Day coordinator to determine if a SRWMO booth would be appropriate and wanted.

Mr. Schurbon requested the U of MN Extension Service lawn irrigation efficiency booth for two of the events and received confirmation it will be at the Linwood Family Fun Day.

Two managers would be needed as staff for each event. Mr. Kelly volunteered for the Linwood event and Mr. Schurbon will reach out to Ben Harker as a second person. Mr. Schurbon will determine availability of ACD or LSC Partnership outreach staff for these events. Mr. Melchior and Ms. Hegland volunteered for Columbus Fall Fest.

The SRWMO budgeted for booth handouts in 2025. Mr. Schurbon felt that outreach dollars in 2024 could cover this for the current year, up to about \$200. The board requested native flower seed packets, candy, coloring books, and crayons for this year.

**Mr. Melchior moved to authorize any community event booth registration fees and Mr. Kelly seconded this motion. The motion carried with all in favor.**

C. Martin Lakers Association annual meeting

Mr. Kelly has attended this event in the past as part of the lake association but is not volunteering to commit to the event. Mr. Schurbon will be attending as a presenter and noted that this event was an opportunity for SRWMO to be represented with the lake association members. Mr. Mundle and Ms. Hegland volunteered to attend. Mr. Olson may also be able to attend this social gathering

9. Mail

None was received.

10. Other

No other discussion was had.

11. Invoice(s) approval

A. Recording Secretary \$200.00

B. Anoka Conservation District- water monitoring & management 1 of 3 \$14,250.00

C. Kennedy and Graven, Attorneys \$58.50

**Ms. Hegland moved to and Mr. Wolens seconded to pay the recording secretary invoice of \$200, ACD invoice of \$14,250, and Kennedy and Graven invoice of \$58.50. The motion carried with all in favor.**

12. Adjourn

**Mr. Melchior moved to adjourn the meeting and Mr. Wolens seconded. The motion carried and Mr. Mundle adjourned the meeting at 7:55PM.**

Upcoming Meeting Dates: June 6, Sept 5, Nov 7, Jan 2 (2025), and Feb 6 (2025)

Submitted by:  
Cameron Blake