



Sunrise River WMO

2241 – 221st Ave
Cedar, MN 55011

APPROVED MINUTES

Sunrise River Water Management Organization Meeting

Thursday January 8, 2026

Meeting was held in person at the East Bethel City Hall

1. Call to Order

Mr. Mundle called the meeting to order at 6:33 pm.

2. Roll Call

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Karen Fleming (Columbus)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Melchior, Secretary (Columbus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Mundle, Chair (E Bethel)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leon Mager (E Bethel)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Troy Wolens (Ham Lake)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Andrew Hallberg (Ham Lake)

Present Absent

<input checked="" type="checkbox"/>	<input type="checkbox"/>	John Olson (Linwood) Arrived 6:39pm
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kevin Kelly (Linwood)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ben Harker (Linwood Alternate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jamie Schurbon (Admin)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other: Jack Davis, Columbus

3. Approval of Agenda.

Mr. Mager moved to approve the agenda and Mr. Hallberg seconded this motion. The motion carried with all in favor.

4. Approval of Minutes for October 30, 2025

Mr. Hallberg moved to approve the minutes and Mr. Mager seconded this motion. The motion carried with all in favor.

5. Financial Reports

A. Treasurer's report

Mr. Schurbon stated the total general fund balance showed a negative balance of \$4,228.80 at the end of the year. The updated financials show the transfer of \$4,228.80 out of the undesignated reserve to come up to a \$0 balance in the general fund as of December 31st. The total balance for all funds is \$18,616.36. Of that \$7,000 is set aside for the plan update and \$11,616.36 is in the undesignated reserve. Mr. Schurbon explained that he sent community invoices out during the second week of December and expects checks coming in soon as they are due January 15th. In reviewing the 2025 financials Mr. Schurbon found that the Anoka Conservation District overbilled the SRWMO by \$2,000 and a refund check is already in the mail. This will be put back in the undesignated reserve. Given this, the SRWMO was actually only \$2,028 in the negative for 2025 which was intentional to spend down the undesignated reserve.

Ms. Fleming moved to accept the treasurer's report as presented and Mr. Hallberg seconded this motion. The motion carried with all in favor.

B. Grants financial report

Mr. Schurbon explained there was no 2025 activity in the landowner cost share grant fund which totals \$8,158. These funds are held by The Anoka Conservation District in order to administer funds as needed throughout the summer when the SRWMO does not meet as frequently.

Mr. Olsen arrived at 6:39pm.

Mr. Schurbon explained the phase 2 shoreline stabilizations grant will be at or near zero as he accounts for final 2025 expenses. The Watershed Based Implementation Funds grant has \$14,466 left and will be below \$9,500 after all 2025 expenses are entered. The Ditch 20 Wetland Restoration project grant has \$190,751 remaining but construction is underway and invoices will likely be received soon.

6. Unfinished Business

A. Watershed plan amendment update

Mr. Schurbon explained the plan amendment is to add the Ditch 13 Multi-Purpose Drainage Management Plan as a guidance document in the SRWMO Watershed Management Plan. The purpose is to make projects identified in that study eligible for certain state grants. The amendment was presented to State review agencies and there were no comments aside from the DNR noting that certain permits may be required for projects on ditches.

Mr. Mundle opened the public hearing at 6:41pm.

There was no public in attendance and no comments heard.

Mr. Mundle closed the public hearing at 6:41pm.

Mr. Schurbon explained a record of the public hearing will be sent to the Board of Water and Soil Resources who will consider their approval.

Mr. Harker moved to adopt the proposed watershed plan amendment and Mr. Mager seconded this motion. The motion carried with all in favor.

B. Project updates

Mr. Schurbon said construction on the Ditch 20 Wetland Restoration project began in December and is continuing this month. They are about a third of the way through the excavation and work is going well. Mr. Schurbon noted he would share some drone footage with the board in the future.

Mr. Schurbon also updated the board that they were successfully in securing funding for the Ditch 13 wetland restoration project. The approximately \$241,000 grant from BWSR (multi-purpose drainage management grant) will cover design, permitting, and construction of the

project. The landowner is on-board. The grant is to the Anoka Conservation District and the SRWMO is a partner.

7. New Business

A. Linwood Lakeshore restoration project approval

Mr. Schurbon explained there is a new 50ft lakeshore restoration project opportunity that will benefit the lake water quality of Linwood Lake. The most likely funding would be the remaining funds from the SRWMO WBIF grant, landowner contribution, and the SRWMO cost share grant fund if needed. The board supported use of these funding sources for the project.

Mr. Mundle moved to authorize ACD to award SRWMO grant funds for a lakeshore restoration project at 5785 South Linwood Drive NE. ACD will review the project and decide on any grant award amount. ACD is also authorized to pay project expenses with SRWMO grant funds when ACD is the fiscal agent of those funds. Mr. Mager seconded this motion and the motion carried with all in favor.

B. Treasurer election

Board member Janet Hegland was the SRWMO treasurer until her recent resignation. The board needs to select a new treasurer. Mr. Schurbon explained what is expected from the position. Ben Harker said he was willing to serve this position. Mr. Harker noted that he recently became an employee of the Chisago Soil and Water Conservation District and his position is partially funded by the Lower St. Croix Partnership (LSCP). He asked for discussion on whether there might be any conflicts of interest. Mr. Schurbon said he did not see any conflict of interest at this time, however if the SRWMO were to in the future request funds from the LSCP the issue of any conflicts of interests should again be discussed. The board noted if there were ever a potential conflict of interest Mr. Harker could abstain from voting. The board confirmed two signers are needed for SRWMO checks.

Mr. Mundle moved to elect Mr. Harker as SRWMO treasurer, to authorize him to be added as a check signatory at First Bank and Trust, and to remove Ms. Hegland as a check signatory. Ms. Fleming seconded this motion. The motion carried with all in favor.

C. Recording secretary selection

There were two proposals for the recording secretary position; Carolyn Rowley and the company TimeSaver Off Site Secretarial, Inc. The board discussed a discrepancy in the text of the TimeSaver proposal – the cost amounts stated in words and numerals differed. The board discussed the differences in the fee structure and differences in experience as Ms. Rowley has not taken minutes professionally before. Mr. Schurbon explained he had no experience working with Mrs. Rowley but has had positive experiences from TimeSaver. Other board members shared positive experiences with TimeSaver taking minutes for other local government meetings, including other watersheds.

Mr. Hallberg moved to select TimeSaver Off Site Secretarial, Inc as recording secretary for the SRWMO for a one year contract, granted the cost per meeting is \$178.00 and \$41.50 for each 30 minutes following the first hour. Mr. Mager seconded this motion. The motion carried with all in favor.

D. Designate representative to Lower St. Croix metro WBIF grant process

Mr. Schurbon explained that 1-2 representatives are needed to participate in a 2-3 meeting process to decide how the Lower St. Croix metro WBIF grant dollars are used. The SRWMO needs one representative. There are also available spots for representatives from municipalities in the Lower St. Croix watershed. Janet Hegland and Tim Melchior participated last time to represent Columbus and the SRWMO respectively.

The last time this process happened the SRWMO was able to request funding for a specific project which was allocated before the funding was redirected to the LSCP. Mr. Schurbon explained he did not have any projects to suggest asking for funding during the metro fund allocation process at this time. There are some activities that are not quite ready aside from \$7,500 for rehabilitating some raingardens that are over 10 years old. Mr. Schurbon explained he believed the metro funding will likely be moved into the whole watershed pot again.

The board asked why the SRWMO was not a partner of the LSCP? Mr. Schurbon explained that the SRWMO was previously a member. Board member Hegland who served as SRWMO representative for the LSCP felt uncomfortable with the policies of the group in their management of funding and so the board decided to withdraw. The board inquired as to if it would benefit the SRWMO to be a part of the group? Mr. Schurbon said it would allow the group access to WBIF funding all the time rather than every two years. The board asked if the SRWMO should consider rejoining as a partner? Mr. Schurbon suggested that information about the LSCP be presented at an upcoming SRWMO board meeting. Ms. Fleming said she believed the SRWMO should consider joining given access to another source of funds at no cost to the organization. Ms. Fleming volunteered to participate in the Lower St. Croix metro WBIF grant process. The board, by consensus, supported her taking this role. Mr. Mundle requested the LSCP partner topic be added to a future SRWMO board meeting agenda.

E. 2027 budget

Mr. Schurbon stated the draft 2027 budget as presented is \$55,411 which is greater than the 2026 budget by \$4,768 but down by \$4,134 from the projection in the SRWMO management plan. These differences can be accounted by a few things. There is lake water quality monitoring planned in 2027 and not in 2026 as part of the regular monitoring scheduling of the work. There is proposed stream monitoring to evaluate the effectiveness of the wetland restoration projects which the board can consider doing. Mr. Harker asked if this monitoring should occur in 2028 instead when both projects are completed and farther established? Mr. Schurbon said he saw merit in that. \$2,000 is proposed to be set aside for the watershed management plan update funding. Mr. Schurbon explained that he proposed reducing the

funding for projects category to \$2,023 given successful grant match already established in 2026.

The following edits were discussed favorably:

1. Redirect the \$8,032 for monitoring wetland restoration projects to the watershed plan update. Reconsider this expense in the 2028 budget. The reason for this change is that monitoring in 2027 is too soon after construction – more accurate assessment of project performance can occur after the projects vegetate.
2. Redirect the \$2,023 for projects to the watershed plan update. The recently-secured Ditch 13 wetland restoration project grant would not need this additional funding for the project.
3. Mr. Schurbon is to adjust the funding for the watershed plan update with the goal of achieving nearly identical overall budgets in 2027 and the 2028-29 projections.

The board agreed with the goal of keeping budget increases small or zero. The board noted success the SRWMO has had in doing this up to this point. Mr. Schurbon was directed to bring back a revised budget at the February meeting.

8. Mail

Informational bulletins from the SRWMO's insurer were received.

9. Other

Mr. Schurbon reminded the board they will be receiving the annual economic interest statement to fill out and file from the Campaign Finance Board.

Mr. Mager and Ms. Fleming said they will be out of town for the February board meeting. Mr. Schurbon explained there will be a Zoom meeting link accessible to the board for attendance. The law was changed to allow remote attendance to happen more easily.

10. Invoice(s) approval

A. Recording Secretary (\$200)

B. MCIT Insurance (\$1,930)

Mr. Mager moved to and Mr. Hallberg seconded to pay these invoices. The motion carried with all in favor.

11. Adjourn

Ms. Fleming moved to adjourn the meeting and Mr. Hallberg seconded this. The motion carried and Mr. Mundle adjourned the meeting at 7:36PM.

Upcoming Meeting Dates: Feb 5 (2026)

Submitted by:

Cameron Blake