



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** June 1, 2026  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** Audubon Property Acquisition and Environmental Site Assessment (ESA) Scope of Work (SOW)



Comfort Lake  
Management District

### Background/Discussion:

The [Wild River Audubon Society](#) owns a portion (~66 acres) of the Shallow Pond wetland along the Sunrise River. In 2025, the Audubon Society reached out to the District regarding its interest in taking over ownership of this property through a quick claim process (essentially a donation). The Audubon Society first offered the property to the City of Wyoming. The City declined the donation and connected the Audubon Society with the CLFLWD, as the CLFLWD would be a better fit for long-term natural resources management on the property. This topic was discussed at the [March 27, 2025](#), [August 14, 2025](#), and [November 20, 2025](#) regular board meetings. The property is within the proposed Greenbelt Phase 1 priority area that the District will begin developing upon receipt of the Lessard-Sams Outdoor Heritage Fund (LSOHF) grant for this effort (early July 2026).

As part of the District's land acquisition process outlined in the [Watershed Management Plan](#), all properties must be evaluated thoroughly before moving forward with an acquisition. A level 1 Environmental Site Assessment is a due diligence element of this process to ensure that the District is not acquiring any lands with hazardous materials or other hidden environmental issues.

For Board consideration, a scope of work from Emmons and Olivier Resources (EOR) for a level 1 Environmental Site Assessment (ESA) is attached to this memo. The proposed ESA work would begin only after the LSOHF grant eligibility start date, currently anticipated to be July 1, 2026 so that it would be 100% covered by the grant.

### Recommended Motion:

Manager \_\_\_\_\_ moves to direct the Administrator, on advice of counsel, to enter into an agreement with EOR in accordance with the May 20, 2026, scope of work in an amount not to exceed \$4,500, and to direct EOR not to begin work until the grant start date. Seconded by Manager \_\_\_\_\_.

### Attached

Audubon Property Phase 1 ESA – EOR Scope of Work

**Project Name** | Audubon Shallow Pond Property**Date** | May 20, 2026**To / Contact info** | CLFLWD Board of Managers**Cc / Contact info** | Mike Kinney, District Administrator & Greg Graske, PE, EOR**From / Contact info** | Pat Conrad EOR**Regarding** | Phase I Environmental Site Assessment Scope of Work

## Background

The Audubon property has been identified as an area of interest by the District in past reports and studies including recent greenway planning efforts/considerations. It is part of the floodplain of the Sunrise Rivier and part of the part of the basin known as Shallow Pond located along the Sunrise River. The Audubon Society owns this parcel and is looking to donate/give to the parcel to the Watershed District. Being that it is part of the Sunrise River corridor it would make sense for the District to maintain control of this parcel for future flood protection or water quality projects.

At this time, the District is working toward acquiring the property and needs to have a Phase I Environmental Site Assessment conducted to determine the likelihood of recognized environmental conditions, historic recognized environmental conditions, or controlled recognized environmental conditions on the subject property.

## Phase I Environmental Site Assessment Work Plan

EOR will conduct a Phase I Environmental Site Assessment for the subject property identified as Chisago County PIN 211113053 in Wyoming, MN according to ASTM E2247-23, Standard Practice for Environmental Assessments: Phase I Environmental Site Assessment Process for Forestland or Rural Property. This practice is designed to identify recognized environmental conditions in connection with the property.

The following activities are included:

- Review of Federal, State, Local and Tribal Records out to distances specified by ASTM E2247-23
- Conduct file searches with public agencies having oversight of environmental contamination issues
- Interview the site owner, the user of the Phase I ESA, and other persons knowledgeable of the property history, if any.
- Examine historic aerial photography and topography of the vicinity
- Evaluation of risks of adjoining properties
- Complete on-site field visit to view present conditions and evaluate any identified historical concerns.

Assumptions:

- Examination of chain-of-title for Environmental Liens and/or Activity and Land Use Limitations (AULs) will not be conducted
- Client will provide:
  - Contact information for property owners and others to be interviewed as part of the report.

- Approved access to the properties with landowners

Schedule:

Assessment will be initiated upon notice from client, assumed to be early July 2026 with final delivery by Aug 2, 2026

The total estimated cost for services to conduct the Phase I Environmental Site Assessment for the Audubon Property is **\$4,500**.