

1                                    **MINUTES OF THE REGULAR MEETING OF THE**  
2                                    **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                                    **Thursday, October 10, 2024**  
4

5    **1. Call to Order**  
6

7            President Schmaltz called the October 10, 2024, regular board meeting to order at 6:30  
8            p.m. at the CLFLWD office, 44 Lake Street South, and via online video conference.  
9

10          **Managers Present:**

- 11          Steve Schmaltz, President  
12          Christopher Loth, Vice President (virtual attendance)  
13          Dave Bakke, Secretary (virtual attendance)  
14          Jackie Anderson, Treasurer  
15          Douglas Toavs, Assistant Treasurer (virtual attendance)  
16

17          **Staff Present:**

- 18          Mike Kinney, District Administrator  
19          Emily Heinz, Planning Coordinator  
20          Tori Philippi, Office Manager  
21          Adam Hjelm, Education & Outreach Coordinator  
22          Mike Sandager, Permitting Coordinator  
23          Aidan Read, Land Management Specialist  
24

25          **Others Present:**

- 26          Chuck Holtman, Smith Partners  
27          Anne Wilkinson, Emmons & Olivier Resources  
28

29    **2. Setting of Meeting Agenda**  
30

31           Strategic Plan Visioning was added to Old Business.  
32

33           Manager Toavs moved to approve the agenda as amended. Seconded by President  
34           Schmaltz. Upon a roll call vote, the motion carried 5-0.  
35

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53

### 3. New Business

#### a) 2025 Meeting Schedule & Calendar

Emily Heinz explained that the District will satisfy the regular board meeting posting requirements by adopting a schedule of regular meetings and making that schedule available at the District office. The District goes above and beyond regular meeting posting requirements by posting all board materials online and sending meeting notices out via email. She noted that the meeting calendar provides an estimated schedule of recurring agenda items, but it is subject to change. Manager Toavs noted that he appreciates the meeting calendar. President Schmaltz noted he appreciates the guidance regarding convening in closed session and posting special meetings.

Manager Toavs moved to approve the 2025 Board Meeting Schedule. Seconded by Manager Anderson. Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72

### 4. Old Business

#### a) Update on Floodplain Vulnerability Assessment

Administrator Kinney noted that staff and Emmons & Olivier Resources (EOR) met with Zan Associates to begin the equity analysis and community engagement planning. Ms. Heinz provided an update on the floodplain vulnerability assessment. EOR is underway with the Phase 3 modeling work that was approved at the August 22<sup>nd</sup> board meeting. EOR will present the modeling results at the November 21<sup>st</sup> board meeting. With this in mind, EOR and staff are recommending holding off on the community engagement workshops until after the board has reviewed the Phase 3 modeling and after the holidays. This lengthens the project timeline by a couple of months, but the District will still be on track to apply for implementation grants next year. Ms. Heinz explained that, given the level of detail of the board’s review of these data, staff and EOR recommend completing this step before bringing anything to the District’s partners.

Ms. Heinz noted that Zan Associates is working on the equity analysis and community engagement plan presently. She noted that the District will be well positioned to

73 apply for project implementation grants in 2025. The Lessard-Sams OHF and BWSR  
74 Water Storage Grants application deadlines are anticipated to be in May.  
75 Additionally, MPCA offers multiple rounds of climate resiliency grants which the  
76 District will be well positioned to apply for in 2025 as well.

77  
78 **b) Shoreline Program Review**

79  
80 Aidan Read explained that he and MN GreenCorps member Julia Grabow are  
81 reviewing research and other organizations' shoreline programs.

82  
83 President Schmaltz noted there are a lot of organizations on the list. Mr. Read  
84 explained that staff have already begun reviewing and have set up a timeline with  
85 checkpoints. Manager Anderson asked if Mr. Read will review the DNR's Score Your  
86 Shore program and associated pledge program. Mr. Read indicated this will be part  
87 of the review.

88  
89 **c) Strategic Plan Vision**

90  
91 Manager Anderson asked why the visioning discussion on October 2<sup>nd</sup> was so broad.  
92 She indicated she expected it to be more focused on the new office space.

93  
94 Administrator Kinney said that this general visioning would be in line with the office  
95 space needs; the vision would drive the needs on the office. Mr. Kinney noted that  
96 there is a shared vision of focusing on public relations and public outreach. He  
97 recommended that this will be a key component of the new office space  
98 development.

99  
100 Manager Toavs said his understanding of the visioning exercise is to determine the  
101 "guiding star" for the efforts of the organization. He indicated that every organization  
102 needs to explain this concept in a succinct way that tells people what its priorities  
103 are. He noted it should be in line with the community's vision.

104  
105 Manager Loth indicated he sees value in the visioning exercise and see how it ties  
106 into the office space topic. He stated that, when it comes to the public perception of  
107 the District, the vision is important to have.

108  
109 Manager Bakke agreed that the overall visioning conversation needs to lead to the  
110 office space. He stated that the conversation will help the District articulate exactly  
111 how the office space needs to be designed to meet those needs.

112  
113 Manager Anderson indicated she thought all of these points were already articulated  
114 in ISG's office visioning report. She agreed that the current office space isn't  
115 adequate to meet the public outreach needs that have been identified. She

116 indicated that the most pressing issue is the office space. Manager Loth stated that  
117 the visioning work is supportive of the office space work.

118  
119 President Schmaltz said the office space campaign is like any of the District's  
120 programs in that it is one of multiple elements that serve the District's mission. He  
121 noted there are a lot of factors at play, such as the needs of local schools and  
122 opinions of the community as to the District's programs and necessary facilities.

123  
124 Manager Loth recommended that the District garner public support for the office  
125 space first, and it is going to take time to get the public to align with the District's  
126 vision. He stated that the vision statement is one tool that can be used to get buy-  
127 in from constituents.

## 128 129 **5. Program/Project Update**

### 130 131 **a) Project Update**

132  
133 Administrator Kinney reported that the District is working on closing out the WJD-6  
134 Wetland Enhancement and Moody Lake Capstone projects. He noted staff is working  
135 on project signage. Manager Anderson indicated that she would like to review the  
136 signage design before it is finalized.

137  
138 President Schmaltz asked for an update on the Bone Lake South Wetland Acquisition.  
139 Mr. Kinney said the landowner is in discussion with another entity to purchase the  
140 upland, and the entity would like the CLFLWD to buy the wetland portion. Staff are  
141 currently awaiting a response from the landowner and/or the other entity regarding  
142 selling price. The District is constrained by its grant funding with respect to the price  
143 it can pay for the land.

### 144 145 **b) Program Update – Education & Outreach**

146  
147 Adam Hjelm presented an update on the Education & Outreach Program including  
148 planning, outreach metrics, and upcoming events. Mr. Hjelm noted that he has been  
149 at the District since January, and he is building on top of the existing foundations of  
150 the Education & Outreach Program. He emphasized the importance of direct, face-  
151 to-face contact with community members. He presented metrics from the District's  
152 Facebook page; the District's Facebook page currently has 500 followers. Mr. Hjelm  
153 explained he posts on the District's Facebook page every day in order to keep  
154 followers interested and engaged. Manager Bakke noted that the content on the  
155 District's Facebook page is good to see. Manager Anderson indicated that Mr. Hjelm's  
156 work is well organized.

158 Mr. Hjelm explained the District is advertising its community education classes in  
159 partnership with local schools and the Hardwood Creek Library, which helps spread  
160 the District’s message. He presented an overview of community education classes  
161 held to date and planned for the rest of the year. Mr. Hjelm explained that the District’s  
162 prior website contractor stopped providing service unexpectedly at the end of 2023.  
163 He noted that the website platform on which the site was built was very technical. Mr.  
164 Hjelm explained that the District is now working with a new website contractor and  
165 has migrated to a new platform that is easier to use and will allow District staff to  
166 customize the website in-house. He indicated that staff will work on reorganizing the  
167 website to address complaints regarding usability.

168  
169 Mr. Hjelm reported on the State of the Watershed event. He estimated that 90 people  
170 attended the event, and he noted that the event was streamed live on Lakes Area TV.  
171 Mr. Hjelm indicated the total cost of the event, including awards, food, venue, and  
172 supplies, was \$5,400. Manager Anderson indicated that all of the people she spoke  
173 to at the event had good things to say about the event. Manager Loth indicated it  
174 was a good event and recommended that the District budget for advertising for  
175 future events.

176  
177 Mr. Hjelm presented a summary of upcoming outreach efforts including winter  
178 community education classes, monthly newspapers articles, website remodeling,  
179 winter newsletter, new landowner welcome packet, and youth education  
180 programming. Manager Anderson suggested the homeowner welcome packets for  
181 riparian lots include information specific to lakeshore management. Manager Loth  
182 suggested the welcome packets include information on the local lake association,  
183 as applicable. He urged the District to be mindful of its messaging regarding rules  
184 and regulations.

## 185 186 **6. Summary and Approval of Board Direction**

187  
188 The following board directives were summarized:

- 189 • Staff will incorporate consideration of the DNR Score Your Shore and pledge  
190 programs into the shoreline data review.
- 191 • Staff will bring a timeline for EOR’s work regarding the building concept  
192 development.
- 193 • Staff will bring preliminary sketches for project signage to the managers.
- 194 • In the new homeowner information packets, staff will develop materials  
195 particular to shoreline homeowners including references to ordinances using  
196 care how that is presented, and references to lake associations.

## 197 198 **7. Adjourn**

- 199  
200 **a) Next special board meeting – October 15, 2024**

201  
202  
203  
204  
205

**b) Next regular board meeting – October 24, 2024**

Manager Anderson moved to adjourn the meeting. Seconded by Manager Loth. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 7:45 p.m.

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

206  
207

Dave Bakke, Secretary -----