DRAFT MINUTES OF THE SPECIAL MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT Tuesday, January 28, 2025

1. Call to Order

President Anderson called the January 28, 2025, special board meeting to order at 6:00 p.m. at the Comfort Lake-Forest Lake Watershed District offices, 44 Lake Street South, Suite A, Forest Lake, MN.

Managers Present:
Jackie Anderson, President
Christopher Loth, Vice President (virtual attendance)
Dave Bakke, Secretary
Steve Schmaltz, Treasurer

Managers Absent:
Douglas Toavs, Assistant Treasurer

Staff Present:
Mike Kinney, Administrator

Others Present:
Ellen Hinrichs, Career Enhancement Opportunities

2. Administrator Performance Review

Managers reviewed the Administrator's performance "SMART" goals, summary of accomplishments related to the goals, and assessment of progress on "non-goal" boilerplate activities. Manager Schmaltz explained the assessment will be broken into three main categories: administration, major program elements, and overall projects. Manager Schmaltz noted additional performance criteria including language and communication skills. He indicated that the Board uses the performance review format that was developed for the District by Gallagher. Manager Bakke explained that the Administrator has a lot of SMART goals which were discussed quarterly with managers throughout 2024. Manager Anderson stated that the Administrator SMART goals are indicative of the Board's priorities. Manager Bakke indicated that both Mr. Kinney and the Board should have input on the goal setting process.

Administrator Kinney encouraged managers to consider the District's progress toward its goals and benchmarks in the Watershed Management Plan, such as progress toward

lake water quality goals. He noted the District has made significant progress toward water quality goals in a shorter period of time than originally planned. He noted there are other emerging issues of concern, such as chlorides. Mr. Kinney indicated that the strategic planning process, with support from Cultivate Advisors, has been going well. Manager Schmaltz recommended creating a decision tree to aid the Board in making progress on the new office space search.

Mr. Kinney distributed his SMART goals and performance assessment to the managers and to Ellen Hinrichs via email. He summarized the District's work as it relates to each goal.

Mr. Kinney advised that he is not requesting that the performance discussion occur in open session.

President Anderson moved to convene in closed session to complete the Administrator's Performance Review. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 4-0.

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

The Board reconvened in open session. President Anderson summarized the closed session discussion and action:

"First, on behalf of the Board, I want to thank Administrator Kinney for another good year leading the District, and for earning an excellent status from the review process, the Board unanimously authorized renewing Mr. Kinney's contract for 2025 with the following changes:

- An increase to salary of 4.1%, retroactive to January 1, 2025.
- Administrator's self-directed benefits pool increase of 15%, to adjust for no increases over the past six years, retroactive to January 1, 2025. (an average correction of 2.5% per annum.)
- PTO allowance will remain unchanged.

An updated 2025 contract will be prepared by our attorney and, upon approval, will be signed by Administrator Kinney and President Anderson."

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3. Adjourn

a) Next regular board meeting – February 13, 2025, 6:30 pm

As all business for the special meeting had concluded, and without objection, President Anderson declared the special meeting adjourned at 7:50p.m.

Dave Bakke, Secretary _____

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