

1 **MINUTES OF THE SPECIAL MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Tuesday, January 28, 2025**
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5 **1. Call to Order**
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7 President Anderson called the January 28, 2025, special board meeting to order at 6:00
8 p.m. at the Comfort Lake–Forest Lake Watershed District offices, 44 Lake Street South,
9 Suite A, Forest Lake, MN.
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11 **Managers Present:**

12 Jackie Anderson, President
13 Christopher Loth, Vice President (virtual attendance)
14 Dave Bakke, Secretary
15 Steve Schmaltz, Treasurer
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17 **Managers Absent:**

18 Douglas Toavs, Assistant Treasurer
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20 **Staff Present:**

21 Mike Kinney, Administrator
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23 **Others Present:**

24 Ellen Hinrichs, Career Enhancement Opportunities
25
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27 **2. Administrator Performance Review**
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29 Managers reviewed the Administrator’s performance “SMART” goals, summary of
30 accomplishments related to the goals, and assessment of progress on “non-goal”
31 boilerplate activities. Manager Schmaltz explained the assessment will be broken into
32 three main categories: administration, major program elements, and overall projects.
33 Manager Schmaltz noted additional performance criteria including language and
34 communication skills. He indicated that the Board uses the performance review format
35 that was developed for the District by Gallagher. Manager Bakke explained that the
36 Administrator has a lot of SMART goals which were discussed quarterly with managers
37 throughout 2024. Manager Anderson stated that the Administrator SMART goals are
38 indicative of the Board’s priorities. Manager Bakke indicated that both Mr. Kinney and the
39 Board should have input on the goal setting process.
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41 Administrator Kinney encouraged managers to consider the District’s progress toward
42 its goals and benchmarks in the Watershed Management Plan, such as progress toward

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

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

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

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

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

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

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

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

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

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79 **3. Adjourn**

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

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

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Dave Bakke, Secretary -----