DRAFT MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, June 12, 2025

1. Call to Order

President Anderson called the June 12, 2025, regular board meeting to order at 6:30 p.m. at the CLFLWD office, 44 Lake Street South, and via online video conference.

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

Staff Present:
Mike Kinney, District Administrator
Tori Philippi, Office Manager
Victoria D'Amico, Water Resources Technician
Aidan Read, Land Management Specialist
Emily Heinz, Planning Coordinator
Katherine Miller, Seasonal Technician

Others Present:
Chuck Holtman, Smith Partners
Anne Wilkinson, Emmons & Olivier Resources
Greg Graske, Emmons & Olivier Resources

2. Setting of Meeting Agenda

MN Watersheds Resolutions was added to New Business.

Manager Bakke moved to approve the agenda as revised. Seconded by Manager Toavs. 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			

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Stephen Schmaltz	X			

3. New Business

a) Permit 25-003 Beltz Park Improvements

Victoria D'Amico indicated the proposed permit triggers Rule 2.0 Stormwater Management and Rule 3.0 Erosion Control. Dr. Wilkinson summarized the proposed park improvement project including a stormwater filtration basin. The proposed plans meet the District's permit requirements.

Manager Schmaltz moved to approve permit application #25-003 with conditions stated in the June 6, 2025 Engineer Report. Seconded by Manager Toavs. 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			

b) Mid-Year Accounting & Reimbursement Requests

Tori Philippi reminded managers to submit reimbursement requests by July 10th for processing on the July 31st payroll.

c) Spring Newsletter

Mr. Kinney indicated this is an informational update regarding the Spring newsletter. President Anderson asked how the newsletter will be distributed. Mr. Kinney indicated it will be posted online and distributed to the District's email listserv.

d) Open Meeting Law Update

Legal Counsel Holtman explained the Open Meeting Law previously provided two scenarios in which managers may attend board meetings virtually: 1) under determination of health risk such as the COVID-19 pandemic, and 2) occasional remote attendance so long as the manager makes their remote location open to the public. In the past legislative session, as of ~~three weeks ago~~May 24, the law has been amended to remove the requirement that each manager be in a public location, and

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it removes the restriction on the number of times per year a manager may attend remotely. Managers attending remotely must be connected visually and by audio so that members of the public can see and hear everyone. At least one manager must be at the regular meeting location, and all votes must be by roll call. Mr. Holtman noted that President Anderson may withdraw the Board's pandemic determination and continue allowing managers to attend virtually.

President Anderson moved to concur in the board president's revoking of the existing pandemic determination and for the board to meet according to the requirements of MN Statute 13D.02. Seconded by Manager Schmaltz.

Manager Bakke asked if a manager could phone in to a meeting. Mr. Holtman indicated that the manager could only listen if they are not visible. In order to participate in the discussion and votes, managers must show both audio and video.

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			

e) MN Watersheds Resolutions

President Anderson explained the MN Watershed Board changed the procedures to have the annual resolutions approved earlier in the year so there is more time for partners to review before the annual business meeting in December. Mr. Holtman recommended the Board authorize Administrator Kinney to communicate with MN Watersheds regarding the CLFLWD Board's preferences regarding the resolutions. Mr. Holtman indicated that the purpose of the present comment period is not about having substantive argument about the resolution; it is more focused on revisions that may improve the resolution~~'s~~' ~~readability~~ clarity or efficacy for discussion in August. He summarized the five proposed resolutions. Three resolutions generally pertain to working with MN DNR for watershed district public waters permit applications. One resolution pertains to intergovernmental workings in Hennepin County. One resolution pertains to the Wetland Conservation Act and repairing drainage systems. Mr. Holtman indicated that he ~~did~~ does not see anything in the proposed resolutions that bears commentary at this point.

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President Anderson indicated she will follow up with Mr. Holtman regarding a past resolution concerning levy certification statutes.

4. Old Business

a) Strategic Plan Formatting and Distribution

Emily Heinz indicated the Strategic Plan content is the same as what the Board reviewed at the last strategic planning meeting on April 29th. She indicated Manager Schmaltz shared formatting revisions to the plan. Manager Schmaltz clarified his proposed revisions and requested staff send out the revised plan to managers for final review. The Board directed staff to add this topic to the June 16th special meeting agenda. President Anderson indicated she would work with Administrator Kinney and Legal Counsel Holtman to draft a cover letter to accompany the Strategic Plan when being shared with partners.

Administrator Kinney recommended the Board aim to hold workshops with city councils by mid-August/September. Discussion topics at the joint workshops would include the Strategic Plan and the Flood Resiliency Action Plan. Ms. Heinz indicated EOR is working on the Flood Resiliency Action Plan, and this item will be brought to the July 10th regular board meeting. Greg Graske recommended the Board review and finalize the Flood Resiliency Action Plan and allow partner staff members time to review prior to holding board/council joint workshops.

b) 2026 Project and Budgets

President Anderson indicated this item is informational only, and information has been made available on the board packet webpage.

5. Program/Project Update

a) Project Update

Dr. Wilkinson provided an update on active projects including water monitoring, a scope of work for Greenbelt and Open Space planning, the Flood Resiliency Action Plan, and Shields Lake pollutant loading investigation.

President Anderson asked for an update on the City of Forest Lake's stormwater mapping. Mr. Graske indicated the District has all of the information it needs to complete flood modeling and the Flood Resiliency Action Plan. He noted the City's stormwater mapping includes the locations of all infrastructure and meets state requirements. He noted the mapping doesn't include specific survey data for all infrastructure such as culvert elevations, but the District was able to collect what data it needed for the flood modeling effort.

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Aidan Read provided an update on the North Shore Circle Park Shoreline Restoration Project, noting planting has been completed and the contractor will be performing establishment maintenance through September of this year.

b) Program Update – Land Acquisition & Management

Aidan Read provided an update on the Land Acquisition & Management program including a summary of properties owned and managed by the District. The District owns 14 parcels totaling 96 acres cumulatively. The North Shore Trail Nature Area project was highlighted, with an overview of activities completed to-date. Manager Bakke commended staff, and in particular Blayne Eineichner, for persevering with the Bone Lake South Wetland Acquisition purchase agreement~~, especially Blayne Eineichner~~.

6. Report of Managers

Manager Bakke indicated managers and the administrator need to schedule the administrator's second quarterly performance review at the end of June.

Manager Schmaltz reported that Forest Lake Lake Association members met with the landowner of Willow Point to continue discussions about a potential shoreline restoration project.

President Anderson reported that she communicated with MN Department of Natural Resources staff regarding shoreline regulations and the work of concern on the Willow Point shoreline that the Board discussed previously.

7. Summary and Approval of Board Direction

The following board directives were summarized:

- President Anderson and Mr. Holtman will discuss the resolution concerning the levy statute.
- Staff will re-format the Strategic Plan to remove the middle column and send to managers for final review.
- Staff will revise the June 16th meeting notice to include the Strategic Plan.
- President Anderson will work on preparing a cover letter to accompany the Strategic Plan when being distributed to partners.

8. Adjourn

a) Next special board meeting – June 16, 2025, 6:00 pm
b) Next regular board meeting – June 26, 2025, 6:30 pm

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Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 8:15 p.m.

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

Dave Bakke, Secretary _____

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