

1                   **DRAFT MINUTES OF THE REGULAR MEETING OF THE**  
2                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                   **Thursday, July 24, 2025**  
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5   **1. Call to Order**  
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7           President Anderson called the July 24, 2025, regular board meeting to order at 6:30 p.m.  
8           at the CLFLWD office, 44 Lake Street South, and via online video conference.  
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10   **Managers Present:**

11   Jackie Anderson, President  
12   Christopher Loth, Vice President (virtual attendance)  
13   Dave Bakke, Secretary (virtual attendance)  
14   Steve Schmaltz, Treasurer  
15   Douglas Toavs, Assistant Treasurer (virtual attendance)  
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17   **Staff Present:**

18   Mike Kinney, District Administrator  
19   Tori Philippi, Office Manager  
20   Emily Heinz, Planning Coordinator  
21   Aidan Read, Land Management Specialist  
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23   **Others Present:**

24   Cecilio Olivier, Emmons & Olivier Resources  
25   Anne Wilkinson, Emmons & Olivier Resources  
26   Chuck Holtman, Smith Partners  
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28   **2. Setting of Meeting Agenda**  
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30           Pizza Pub Parking Area was added to New Business. Business Manager Interviews were  
31           added to Old Business.  
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33           President Anderson moved to approve the agenda as amended. Seconded by Manager  
34           Schmaltz. Upon a roll call vote, the motion carried 5-0.  
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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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### 3. Consent Agenda

- a) **Special Board Meeting Minutes – June 5, 2025**
- b) **Regular Board Meeting Minutes – June 12, 2025**
- c) **Special Board Meeting Minutes – June 16, 2025**
- d) **Special Board Meeting Minutes – June 23, 2025**
- e) **Regular Board Meeting Minutes – June 26, 2025**

President Anderson declared the consent agenda approved by unanimous consent.

### 4. Public Open Forum

There were no comments.

### 5. Advisory Committee Updates

Aidan Read reported that the Citizen Advisory Committee met on Tuesday July 15<sup>th</sup>, 2025. The watershed champion award and the budget were discussed at the meeting. The CAC will have a budget workshop on August 5<sup>th</sup>, 2025.

### 6. New Business

#### a) **MN Watersheds Annual Meeting on Resolutions and Petitions Notice**

The MN Watersheds Annual Meeting on Resolutions and Petitions will be held by Zoom on August 25 beginning at 10:00 a.m. The meeting notice is attached along with the delegate appointment form, list of delegates from the March meeting, agenda, proposed legislative platform updates, proposed resolutions, and a register of the active resolutions.

Delegates appointed for the special meeting in March may serve as delegates for this meeting and the annual business meeting in December. Manager Schmaltz and President Anderson were delegates for the March meeting. The board has time prior to the meeting to decide the District’s position on proposed resolutions.

Attorney Holtman spoke about the proposed resolutions concerning DNR and MPCA permit review. There is a lack of clear information from DNR about what it needs for a proposal and when an application submittal is complete. For the resolution regarding the Wetland Conservation Act (WCA) exemption for drainage repairs, in the last legislative session BWSR was the proponent of a change that narrowed the exemption to provide more protection for wetlands. The resolution would propose to reverse the narrowing that the legislation just had enacted and broaden the exemption further. Attorney Holtman offered that BWSR, and the legislative sponsors of the prior bill likely would oppose what the resolution proposes.

79 President Anderson spoke about a drainage seminar at a previous annual meeting.  
80 She believes permits should be required. She noted that WCA already allows a culvert  
81 to be upsized in a replacement where the existing size no longer is made.  
82

83 President Anderson invited interest in being a delegate. Manager Bakke, Manager  
84 Toavs, and Manager Loth declined to be delegates. By unanimous consent, Manager  
85 Schmaltz and President Anderson were appointed as delegates for the upcoming  
86 annual meeting. The two delegates, the administrator, and legal counsel will review  
87 and refine the District’s position on the proposed resolutions. Manager Bakke  
88 reported that the resolution the District proposed at last year’s annual meeting  
89 encouraging efforts to establish additional watershed districts, which the  
90 membership adopted, is on the Minnesota Watersheds website.

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92 **b) Pizza Pub Parking Area**

93 Manager Schmaltz reported that Pizza Pub does not have enough parking spaces for  
94 its customers. People park across the road and being cited by the City of Forest Lake.  
95 The City would like to resolve the issue with Pizza Pub, which is considering installing  
96 a six-space gravel parking area within the North Shore Trail right-of-way, with the  
97 City and Pizza Pub sharing the cost. Manager Schmaltz said there are two issues at  
98 hand. First, should the District involve itself regarding how the City spends its money.  
99 Second, should the District seek to have Pizza Pub address potential water quality  
100 impact from the parking area. Administrator Kinney stated that staff concern is the  
101 amount of impervious area on the Pizza Pub property. Practices such as porous  
102 surfaces may be critical moving into the future. President Anderson asked whether  
103 the District’s rules impose an impervious surface limit on a lake lot. The City of Forest  
104 Lake has a limit of 25% impervious surface.

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106 Attorney Holtman stated that the District has a regulatory role when impervious  
107 surface reaches 5,000 square ft or greater. Manager Loth stated that the area where  
108 people have been parking in the grass has now been covered by gravel. He asked if  
109 gravel is considered impervious. Administrator Kinney stated that Class 5 gravel is  
110 considered impervious. President Anderson observed that as the threshold for the  
111 District rule is not reached, the District does not have regulatory jurisdiction and the  
112 City and the owner of Pizza Pub are responsible. Managers Loth and Toavs both spoke  
113 to their frustration with lack of partnership with the City on multiple projects.  
114

115 Discussion shifted to the issue of the construction on North Shore Trail. There had  
116 been many calls made to the District about flooding on roads and sediment  
117 transport. Manager Schmaltz recommended keeping a record of incidents resulting  
118 from the construction and reviewing that with the City when construction ends.  
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120 **7. Old Business**  
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122 **a) Flood Resiliency Action Plan**

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124 This topic was last discussed at the July 10, 2025, regular board meeting where EOR  
125 presented the draft Flood Resiliency Action Plan report. The purpose of this agenda  
126 item is to discuss the draft action plan and distribution to/communication with  
127 District partners.

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129 Manager Toavs moved to accept the draft Flood Resiliency Action Plan framework  
130 and direct staff and engineers to share the framework with the Technical Advisory  
131 Committee and schedule meetings with City of Forest Lake and Wyoming staffs to  
132 review and discuss future opportunities. Seconded by Manager Schmaltz.

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134 Cecilio Olivier discussed the Flood Resiliency Action Plan and is looking for input from  
135 board members. President Anderson requested to see the presentation that will be  
136 shown to city staff.

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138 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			

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141 **b) State of the Watershed**

142 District staff continue to work on planning and logistics for the 2025 State of the  
143 Watershed event to be held September 30 at the Forest Lake American Legion from  
144 5:00 to 7:00 p.m.

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146 **c) Business Operations Manager Interviews**

147 President Anderson reported that interviews for the Business Operations Manager  
148 position took place the week prior. An offer will likely be made within the next week.  
149 Manager Schmaltz asked if the decision is being made by the personnel committee  
150 or the board. President Anderson said the personnel committee is responsible for the  
151 selection and interview process. Attorney Holtman stated that the Administrator is  
152 authorized by the board to hire staff. Therefore, Administrator Kinney would be able  
153 to hire for this position. The consensus among managers was to not involve  
154 themselves in the hiring process.

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156 **8. Report of Staff**

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**a) Administrator**

Administrator Kinney reported that the board meeting video related to the statewide resolutions discussion that occurred as a part of the June 12<sup>th</sup> board meeting will be sent to all board members.

President Anderson asked about the amount of phone calls that were received during the flood event. Administrator Kinney stated there was an email and a phone call made by an individual representing a neighborhood.

**b) Emmons & Olivier Resources (EOR)**

Dr. Anne Wilkinson updated the board that the District is in full swing of diagnostic, lake, and stream monitoring. Chloride and bottom phosphorus are being measured from the lake monitoring samples. Dr. Wilkinson reported that chloride continues to be low. Britta Hanson will be attending the July 28<sup>th</sup> meeting to discuss the architect interviews. President Anderson requested an update on the work being done on Chisago County lakes. Dr. Wilkinson reported that EOR is working with Chisago County on a comprehensive lake management plan for each of its lakes. EOR is providing goal-setting exercises regarding lake ecology and recreation. A comprehensive list of all lake data collected has been created. The next step that will be worked on is lake management pathways. This will give Chisago County an idea where each lake is in the lake management cycle. The report from EOR will be due to Chisago County by the end of 2025. Manager Schmaltz asked how the project is funded. Dr. Wilkinson advised that it is funded through an Emergency Response federal grant.

**c) Smith Partners**

Attorney Holtman had nothing to report.

**9. Report of Treasurer**

**a) Approval of Bills and Treasurer’s Report**

Treasurer Schmaltz reported income for the month of July was \$120,754.73 and expenses are in the amount of \$201,764.84.

President Anderson moved to accept the Treasurer’s Report, transfer funds in the amount of \$112,140, and pay the bills in the amount of \$201,764.84. Seconded by Manager Toavs. Upon 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			
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## 10. Report of Officers and Managers

Manager Toavs thanked the citizens who collect water samples. Specifically, he mentioned Amy doing monitoring on Moody Lake under the Community-Assisted Monitoring Program.

President Anderson reported that board members received a packet of information on the Lower St. Croix partnership annual review. She spoke about how the Lower St. Croix was set up as a partnership among 16 governmental entities, and not as a joint powers entity. President Anderson noted that each year, as a member of the Policy Committee she advocates that the partnership shift to a joint powers entity structure so that it can perform work more effectively. She advised that she will continue to seek to make that argument.

## 11. Summary and Approval of Board Direction

The following board directives were summarized:

- Attorney Holtman, Administrator Kinney, Manager Schmaltz, and President Anderson will meet about the resolutions.
- Staff will keep a record of conditions of the North Shore Trail construction work.
- Administrator Kinney will provide the managers with the dynamic presentation that EOR made last December.
- President Anderson will speak with Chisago County about the District providing lake level data each week.
- Staff will send the letter and draft of the Flood Resiliency Framework to the cities and a meeting time will be set.

## 12. Adjourn

### a) Next regular board meeting August 14, 2025, 6:30 pm.

Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0 and the meeting was adjourned at 8:23 pm.

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

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232 Dave Bakke, Secretary -----