

1 **MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, August 14, 2025**
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5 **1. Call to Order**
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7 President Anderson called the August 14, 2025, regular board meeting to order at 6:30
8 p.m. 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 Dave Bakke, Secretary (virtual attendance)
13 Steve Schmaltz, Treasurer
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15 **Managers Absent:**

16 Christopher Loth, Vice President
17 Douglas Toavs, Assistant Treasurer
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19 **Staff Present:**

20 Mike Kinney, District Administrator
21 Tori Philippi, Office Manager
22 Emily Heinz, Planning Coordinator
23 Blayne Eineichner, Project Coordinator
24 Adam Hjelm, Education & Outreach Coordinator
25 Mike Sandager, Permitting Coordinator
26 Jackie Bussjaeger, Technician
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28 **Others Present:**

29 Anne Wilkinson, Emmons & Olivier Resources
30 Chuck Holtman, Smith Partners
31 Jim Schottmuller
32 Katie Polik, University of Minnesota PhD student
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34 **2. Setting of Meeting Agenda**
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36 Bank Transfer was added to New Business. The agenda item for 2026 Budget was
37 changed to a Discussion/Action item. New Board Member was added to New Business.
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39 Manager Schmaltz moved to approve the agenda as revised. Seconded by President
40 Anderson. Upon a roll call vote, the motion carried 3-0.
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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. New Business

a) University of MN Research Presentation

University of Minnesota doctoral candidate Catherine Polik presented the findings from her recent research on lake ecological responses to alum treatments. Her research focused on Minnesota lakes and included Forest Lake’s recent alum treatment. Her work focused on phosphorus and nitrogen nutrient cycling, and one of her research goals is to learn more about how alum treatments affect the availability of these nutrients.

Ms. Polik will continue her research this fall with the second alum application on Forest Lake’s second basin.

b) MN Watersheds Annual Awards and Presentations

Minnesota Watersheds is currently accepting nominations for the Project of the Year and Program of the Year Awards. CLFLWD staff are considering ideas for awards and abstracts.

c) Timm’s Marina

Timm’s Marina, located at 9080 Jewel Lane N. on Forest Lake, is a commercial business considering expansion. The business has not contacted the District regarding its plans, but potential expansion of impervious surfaces may trigger District rules such as sediment and erosion control, stormwater management, and buffer requirements.

Representatives from Timm’s Marina have been in contact with the City of Forest Lake. Permitting Coordinator Mike Sandager explained that an environmental assessment worksheet will need to be prepared for the slip expansion proposal. The District will have the opportunity to comment on the report once completed. Timm’s Marina will also need to apply for a conditional use permit from the city.

77 Proponents of projects in the watershed district that may require a permit are
78 encouraged to communicate and meet with district staff to avoid delays or
79 unanticipated issues.
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83 **d) Permit Fee Structure**
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85 CLFLWD staff requested that the Board take action to update the CLFLWD rules
86 to implement a new flat rate fee toward reducing administrative costs while
87 recovering a higher proportion of permit review costs from applicants other
88 than governmental applicants, which are exempt from fees by statute.
89 Permitting Coordinator Mike Sandager noted that staff
90 have already implemented changes that will capture more administrative
91 costs, but this also requires meticulous recordkeeping to apply to each
92 individual permit. Under a rule change, the permit fee would be a non-
93 refundable sum determined on the basis of the CLFLWD's experience.
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95 **e) Cash transfer**
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97 Staff notified the Board that one of the District checking accounts is running low.
98 Staff requested a transfer of \$100,000 from savings to this checking account.
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100 Manager Schmaltz moved to approve the bank transfer. Seconded by President
101 Anderson. Upon a roll call vote, the motion carried 3-0.
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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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106 **4. Old Business**

107 **a) Building Architect**
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109 The office that currently houses CLFLWD operations does not meet all the needs of
110 its staff and projects. The Board and staff have been exploring options for moving
111 into a new facility, including working with an architectural firm to perform pre-
112 design work that captures the CLFLWD's needs and vision in advance of design.

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The Board will discuss options for retaining architectural services at the August 28 regular board meeting.

b) 2026 Budget

The Board discussed timing and next steps for submitting the 2026 proposed budget. At its last meeting, the Board determined that it would be timely to certify the annual levy by September 30.

Manager Schmaltz suggested moving the date up to September 15, but President Anderson does not want to rush the decision, especially with the absence of two Board members at the present meeting. President Anderson proposed September 23 for the budget public hearing.

Manager Schmaltz asked about issues in delaying the final levy decision until September 30. Legal Counsel Chuck Holtman explained that the deadline for all special taxing districts, including watershed districts, was changed to September 30 by the Minnesota Legislature in 2017 as part of the Truth in Taxation law. However, this change was not made in watershed law, in which the deadline remains written as September 15. He reviewed discussions the CLFLWD has had with county auditors and the Mn Department of Revenue in which they have advised that they consider a September 30 deadline to be operative. The Minnesota Watersheds executive director advises that the Board of Directors may consider approving a further legislative resolution at its October meeting. Membership approval of such a resolution would require a supermajority vote at the annual meeting.

President Anderson moved to direct counsel to prepare, for the August 28 meeting, a resolution for Minnesota Watersheds to support amending the watershed law to specify a September 30 levy certification deadline. Upon a roll call vote, the motion carried 3-0.

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

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149 **5. Program/Project Update**

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151 **a) Project Update**

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153 Administrator Mike Kinney gave an update on projects; most are in planning or
154 maintenance stage at this time. Project Manager Blayne Eineichner provided a
155 summary of recent project progress, including the design stages of the Heath
156 Avenue Iron Enhanced Sand Filter and the Goodwin Wetland Project. Other ongoing
157 projects include working with landowners to install agricultural BMPs in the Moody
158 Lake and School Lake areas. The District was also able to work with the City of Forest
159 Lake to restore the shoreline at North Shore Circle Park this spring, which can provide
160 a good example of naturalized shoreline for lake residents and visitors.

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163 **b) Program Update – Permit**

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165 Mike Sandager gave an overview of current permit inspection operations
166 procedures, and the process for interacting with permittees.

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169 **6. Report of Managers**

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171 Jim Schotmuller introduced himself. The Washington County Board of
172 Commissioners has appointed him to serve on the CLFLWD Board of Managers. He
173 will become an active Board member Sept. 24 when current Manager Chris Loth
174 leaves his position. Mr. Schotmuller shared that he is the Business Development Vice
175 President of Enterprise Minnesota. He has lived in Forest Lake since 2015.

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177 Manager Bakke reminded the Board about the Bone Lake pontoon tour set for Aug.
178 19.

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180 President Anderson mentioned that District staff met with the current owner of the
181 Shallow Pond property, the Audubon Society. The District may begin the process of
182 accepting donation of the land and must ensure the criteria for land acquisition in
183 the Watershed Management Plan are met.

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185 **7. Summary and Approval of Board Direction**

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187 No Board directives were given.

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189 **8. Adjourn**

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191 **a) Next special board meeting – August 20, 2025, 6:00 pm**

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b) Next regular board meeting –August 28, 2025, 6:30 pm

Manager Anderson moved to adjourn the meeting. Seconded by Manage Bakke. Upon a roll call vote, the motion carried 3-0 and the meeting was adjourned at 8:26 p.m.

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

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Dave Bakke, Secretary -----