

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, October 9, 2025**

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5 **1. Call to Order**

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7 President Anderson called the October 9, 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
14 Douglas Toavs, Assistant Treasurer (virtual attendance)
15 Jim Schottmuller, Manager

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17 **Staff Present:**

18 Brad Jernberg, Business & Operations Manager
19 Tori Philippi, Office Manager
20 Emily Heinz, Planning Coordinator
21 Adam Hjelm, Education & Outreach Coordinator
22 Aidan Read, Land Management Specialist

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24 **Others Present:**

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 Manager Schottmuller moved to approve the agenda as presented. Seconded by
31 Manager Schmaltz. Upon a roll call vote, the motion carried 5-0.

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Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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35 **3. New Business**

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a) 2026 Regular Board Meeting Schedule and 2026 Meeting Calendar

Manager Schmaltz moved to approve the 2026 Board Meeting Schedule. Seconded by Manager Schottmuller. Upon a roll call vote, the motion carried 5-0.

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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b) Review Bank Signers, Viewers, and Credit Card Holders

Emily Heinz recommended the Board review this item in light of the recent addition of Manager Schottmuller and Business & Operations Manager Brad Jernberg. Legal Counsel Holtman noted the District’s governance manual indicates that only board members are signers on the bank accounts. Therefore, Administrator Kinney had been removed as a signer.

Manager Bakke asked why Blayne Eineichner is a card holder but not an authorized user. Ms. Heinz indicated the authorized users can manage all of the cards, and Mr. Eineichner only has access to his own card. President Anderson explained it is a matter of the wording that the bank uses to identify levels of access and control.

Manager Schottmuller moved to approve the credit card and signer list. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.

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Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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4. Old Business

a) 2026 Budget Workshop Scheduling

Ms. Heinz recommended the Board discuss scheduling listening sessions and/or additional workshops for the board to review the budget.

66 President Anderson recommended the Board hold the listening session and budget
67 discussion at a regular board meeting. Upcoming regular board meeting dates
68 include October 23rd, November 20th, and December 18th.

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70 Manager Bakke indicated he is in favor of having the discussion as part of the regular
71 meeting, as opposed to holding a special meeting. Managers Schmaltz and Toavs
72 agreed and indicated one meeting should be sufficient.

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74 Mr. Holtman clarified that the Board may vote before December 26th to reduce the
75 levy. However, if the Board does not make that decision, no further action is
76 necessary, and the levy certified in September remains in place.

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78 Manager Schmaltz moved to include the public meeting on the October 23rd
79 agenda. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-0.
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Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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82 Manager Schmaltz noted the Forest Lake Lake Association board met on October 8th
83 and discussed the District's levy. He indicated he expects several lake association
84 members to attend the board meeting on October 23rd.

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86 Manager Schmaltz noted he asked Mr. Kinney to review the budget cuts that were
87 made in between the May draft budget and final budget. He indicated he had asked
88 Mr. Kinney to consider further cuts if possible. Manager Schmaltz also asked Mr.
89 Jernberg to look into the District's rent and common area maintenance charges to
90 look for ways to cut costs. Manager Schmaltz requested that the Board discuss
91 projected expenditures in the 2026 budget at the October 23rd regular board
92 meeting.

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94 **b) State of the Watershed Recap**

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96 Adam Hjelm indicated the District collected surveys from attendees at the State of
97 the Watershed event on September 30th. He indicated there were 99 attendees, and
98 he had received positive feedback from everyone he spoke to. Mr. Hjelm explained
99 he is working on analyzing the survey data and will provide a more in-depth update
100 at the October 23rd regular board meeting.

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102 Manager Anderson said she received overwhelmingly positive feedback from event
103 attendees, including on the topic of the District’s budget and levy. She indicated she
104 spoke to several attendees who were impressed by the District’s accomplishments.
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106 Manager Toavs and Manager Bakke indicated they received positive feedback from
107 attendees as well. Manager Bakke suggested the District consider cutting the food
108 budget in future events, if funding is limited. Mr. Hjelm reported the overall cost of the
109 event this year was about \$5,000. President Anderson mentioned mailing is very
110 expensive, so this type of event is a relatively low cost for the amount of impact it has.
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112 **5. Program and Project Update**

113 **a) Project Update**

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116 Ms. Heinz provided an update on ongoing projects including the Heath Iron Enhanced
117 Sand Filter, Forest Lake Alum Treatment, Goodwin Ave Stormwater Wetland, Moody
118 Lake Agricultural Practices, and School Lake Agricultural Practices. She referenced
119 the Project Update document posted to the board packet webpage. Dr. Wilkinson
120 noted that the Forest Lake Alum Treatment occurred successfully, and conditions
121 were ideal for the treatment. Manager Schmaltz indicated he observed an
122 immediate improvement in water quality following the treatment.
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124 **b) Program Update – Cost-Share**

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126 Aidan Read presented an update on the cost-share program. The District’s revised
127 cost-share program launched in 2024, following the 2023 pilot year. Changes to the
128 2025 program included raising the maximum grant amount and including a flat rate
129 shoreline incentive program. Mr. Read noted the program prioritizes projects with a
130 high return on investment.
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132 Mr. Read explained that, so far in 2025, 19 projects have been approved, \$46,300 of
133 funding has been allocated, 13 projects were closed out, and 550 feet of lake
134 shoreline was restored or enhanced. Mr. Read presented a chart of cost-share site
135 visits, projects approved, and projects closed out annually from 2020 to 2025. The
136 chart demonstrates a steady increase in program activity each year. Mr. Read
137 presented a chart showing program budget, cost-share awards, and actual
138 spending from 2020 to 2025. He explained that the District has utilized outside grant
139 funding to supplement local program funding and continues to seek additional
140 grants. Mr. Read highlighted recent cost-share projects on Comfort Lake, Bone Lake
141 and Forest Lake.
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143 Manager Schmaltz asked what the program goals are. Mr. Read said he is aiming for
144 1,000 ft of shoreline restored per year to keep pace toward the District’s shoreline

145 restoration goals. Manager Bakke suggested staff interview project owners and post
146 their testimonials online to encourage other shoreline residents to adopt natural
147 shorelines.

148 149 **6. Report of Officers and Managers**

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151 Manager Bakke reported he and Manager Toavs met with Administrator Kinney to
152 perform his quarterly review. The final review will occur in December.

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154 Manager Schmaltz reported the Forest Lake Lake Association held its board meeting on
155 Wednesday. Manager Schmaltz indicated that the presentation at the public hearing
156 seemed to be beneficial for audience members' understanding of the budget. President
157 Anderson noted she received positive feedback from State of the Watershed attendees
158 about the budget. Manager Schmaltz said he expects a significant number of attendees
159 at the October 23rd regular board meeting.

160
161 President Anderson asked if changes to the District's bylaws require public comment. Mr.
162 Holtman indicated that a proposed bylaws amendment is not subject to public
163 comment, but there must be prior notice of the proposed change to the managers
164 before the Board considers the amendment. President Anderson indicated she is
165 working on two proposed changes to the bylaws, which she will bring forward to a future
166 board meeting.

167 168 **7. Summary and Approval of Board Direction**

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170 The following board directives were summarized:

- 171 • Staff will add two items pertaining to the 2026 budget to the October 23rd
172 agenda: public listening session and board discussion of projected expenses
173 including office lease.
- 174 • Mr. Read will consult with Mr. Hjelm about interviews with shoreline project
175 owners.

176 177 **8. Adjourn**

178 179 **a) Next regular board meeting October 23, 2025, 6:30 pm**

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181 Manager Schmaltz moved to adjourn the meeting. Seconded by Manager
182 Schottmuller. Upon a roll call vote, the motion carried 5-0 and the meeting was
183 adjourned at 7:38 pm.

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Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			

Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

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186 Dave Bakke, Secretary -----

DRAFT