

1                   **DRAFT MINUTES OF THE REGULAR MEETING OF THE**  
2                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                   **Thursday, January 8, 2026**

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5   **1. Call to Order**

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7       President Anderson called the January 8, 2026, 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      Mike Kinney, District Administrator  
19      Blayne Eineichner, Project Coordinator  
20      Brad Jernberg, Business & Operations Manager  
21      Emily Heinz, Planning Coordinator  
22      Mike Sandager, Permitting Coordinator  
23      Aidan Read, Land Management Specialist

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25      **Others Present:**

26      Anne Wilkinson, Emmons & Olivier Resources  
27      Chuck Holtman, Smith Partners

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29   **2. Setting of Meeting Agenda**

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31       Administrator Kinney requested an addition to the meeting agenda to discuss a  
32       proposed project at Timm’s Marina. The item was added under New Business as Item 3g.

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34       Manager Schmaltz moved to approve the agenda as amended. Seconded by Manager  
35       Toavs. Upon a roll call vote, the motion carried 5-0.

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

Stephen Schmaltz	X			
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**3. New Business**

**a) Election of Officers and Liaison Appointments**

Managers Schmaltz, Toavs and Bakke are satisfied to retain their present officer positions. President Anderson suggested the Vice President office for Manager Schottmuller as a fitting introductory role..

President Anderson moved to elect the following slate of officers:

- President: Jackie Anderson
- Treasurer: Steve Schmaltz
- Secretary: Dave Bakke
- Vice President: Jim Schottmuller
- Assistant Treasurer: Doug Toavs

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			

Managers reviewed the list of liaison appointments. With Board concurrence, President Anderson continued all existing appointments, except roles that were formerly held by Manager Loth will now be held by Manager Schottmuller.

- City of Forest Lake: Managers Schmaltz and Schottmuller
- City of Wyoming: Manager Anderson
- City of Scandia: Manager Bakke
- Chisago City: President Anderson and Manager Toavs
- Chisago Lake Township: Manager Toavs
- Washington Conservation District: Managers Schmaltz and Schottmuller
- Chisago Soil and Water Conservation District: President Anderson and Manager Toavs
- Personnel: President Anderson and Manager Bakke
- Citizen Advisory Committee: All managers rotate on a monthly basis (staff to coordinate rotation schedule)

- Lower St. Croix One Watershed-One Plan Policy Committee: Manager Anderson, with Manager Bakke as alternate

**b) Community Advisory Committee Appointments**

Aidan Read presented the proposed list of seven Community Advisory Committee members for reappointment, plus one new applicant.

President Anderson moved to appoint Tom Furey, Jerry Grundtner, Randy Schumacher, Curt Sparks, Ted Hansen, Mike Miron, Gary Kramlich, and Bob Hervis to serve as the District’s Community Advisory Committee for 2026. Seconded by Manager Schmaltz. 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			

**c) Designation of Official Newspapers and Banks**

Manager Schmaltz moved to designate First Resource Bank and Midwest One Bank as the official financial depositories of the Comfort Lake-Forest Lake Watershed District for 2026. Seconded by Manager Toavs. 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			

Manager Schmaltz moved to designate the official newspapers of the Comfort Lake-Forest Lake Watershed District for 2026 as the Chisago County Press and the Forest Lake Times. 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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**d) Review Bank Signers, Viewers, and Credit Card Holders**

The Board affirmed the proposed list of bank signers, viewers, and credit card holders by unanimous consent.

<p><b><u>First Resource Bank Signers</u></b></p> <ul style="list-style-type: none"> <li>• <u>Jackie Anderson</u></li> <li>• <u>Steve Schmaltz</u></li> <li>• <u>Dave Bakke</u></li> <li>• <u>Doug Toavs</u></li> <li>• <u>Jim Schottmuller</u></li> </ul>	<p><b><u>First Resource Bank Viewers</u></b></p> <ul style="list-style-type: none"> <li>• <u>Brad Jernberg</u></li> <li>• <u>Mike Kinney</u></li> <li>• <u>Tori Philippi</u></li> </ul>
<p><b><u>MidWestOne Bank Signers</u></b></p> <ul style="list-style-type: none"> <li>• <u>Jackie Anderson</u></li> <li>• <u>Steve Schmaltz</u></li> <li>• <u>Dave Bakke</u></li> <li>• <u>Doug Toavs</u></li> <li>• <u>Jim Schottmuller</u></li> </ul>	<p><b><u>MidWestOne Bank Viewers</u></b></p> <ul style="list-style-type: none"> <li>• <u>Brad Jernberg</u></li> <li>• <u>Mike Kinney</u></li> <li>• <u>Tori Philippi</u></li> </ul>
<p><b><u>Credit Card Holders</u></b></p> <ul style="list-style-type: none"> <li>• <u>Jackie Anderson</u></li> <li>• <u>Mike Kinney</u></li> <li>• <u>Blayne Eineichner</u></li> </ul>	<p><b><u>Credit Card Authorized Users</u></b></p> <ul style="list-style-type: none"> <li>• <u>Jackie Anderson</u></li> <li>• <u>Mike Kinney</u></li> </ul>

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**e) Lower St. Croix Partnership Metro Convene Meeting**

Manager Schmaltz noted that most attendees from other organizations at the Lower St. Croix Partnership Metro Convene are district administrators. Administrator Kinney stated that President Anderson has a long history of representing the CLFLWD at this meeting and would be an appropriate choice.

President Anderson moved to authorize President Anderson as the designated representative for the Comfort Lake-Forest Lake Watershed District at the 2026 metro convene meeting. 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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President Anderson explained that the member organizations in the Lower St. Croix Partnership will vote on whether to pool funds to share among the metro and rural member organizations. President Anderson stated her preference at the time is not to pool metro-allocated funds in 2026, as the soil and water conservation districts outside the metro area have received significant funding from new sources in the recent past.

After brief discussion, the members of the Board authorized President Anderson to vote at the convene meeting in her judgment.

**f) Section 125 Premium Only Plan**

All employers are required to have a Section 125 Cafeteria Plan (Premium Only Plan – POP) in place if they would like to allow deductions from pay pre-tax for the purpose of paying premium based employee benefits. A POP includes premium-based benefits such as medical, dental, or vision benefits as well as the employee’s HSA.

Manager Schmaltz moved to approve the 2026 Section 125 Premium Only Plan resolution and adoption agreement as stated in the attached Certificate of Resolution (2026) document and Adoption Agreement (2026) document. 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			

**g) Timm’s Marina Expansion**

Administrator Kinney stated that the District was notified about an Environmental Assessment Worksheet (EAW) the City of Forest Lake has published for a proposed dock slip expansion at Timm’s Marina. The public comment period for the EAW is open until February 5, 2026. Administrator Kinney invited the board to discuss what comments CLFLWD will submit to the city.

151 Manager Schmaltz expressed concern about the recreational value and water  
152 quality of the lake. President Anderson suggested that the District's engineers and  
153 staff review the proposed project for further insight.

154  
155 Administrator Kinney questioned whether there will be stormwater impacts or  
156 damage to the emergent vegetation located at the expansion site, which could be  
157 referred to the DNR for further investigation. He said the District's regulatory  
158 jurisdiction over the expansion will likely be limited, but that it can pose questions  
159 and concerns relevant to the expansion during the EAW process.

160  
161 Mr. Sandager stated that there is no designated budget for consultant review of  
162 these materials, nor an active permit. He said some concerns can be addressed if  
163 they trigger the District permitting rules, but District engineers generally do not review  
164 the proposal if no rules are triggered.

165  
166 President Anderson said that funds from the \$60,000 saved by the loan refinancing  
167 could be used for this purpose. She believes a thorough review is warranted to  
168 protect water quality.

169  
170 Legal Counsel Holtman said the board has the right to review the EAW and bring the  
171 District's technical resources to bear. However, the District does not have regulatory  
172 authority unless one of its rules is applicable to the proposal.

173  
174 Manager Schottmuller asked whether the District will eventually receive a permit  
175 application for the project. Mr. Sandager responded that a District permit might be  
176 required in conjunction with additional parking or other associated hard surface. This  
177 information will likely not be available until the EAW has been completed.

178  
179 Mr. Holtman added that the District does not regulate docking structures or dredging.  
180 These activities fall under the purview of the Army Corps of Engineers and the Mn  
181 Department of Natural Resources.

182  
183 Manager Schottmuller asked whether time spent on review should be limited, given  
184 the District's funding restrictions that were discussed at length during the budgeting  
185 process. President Anderson responded that as much time as necessary should be  
186 allowed, given the unique conditions of each individual project.

187  
188 Manager Schottmuller urged that the District should be consistent in its messaging  
189 to demonstrate it is being responsible with its funds after the 2026 levy increase. He  
190 is concerned that the District not spend extra time and money on a matter in which  
191 the District does not hold direct authority. President Anderson explained that this is  
192 the District's opportunity to influence the outcome of the EAW.

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194 Mr. Holtman further explained that an EAW is an initial assessment of the potential  
195 environmental impacts of a proposal. In some cases this process is legally required,  
196 and in other cases it may be requested by the city. The EAW will determine whether  
197 or not the project will require a more intensive Environmental Impact Statement (EIS).  
198 The EAW has been prepared by representatives from Timm's Marina, and the City is  
199 now seeking advisory comments, on the basis of which the City Council will  
200 determine whether an EIS is necessary.

201  
202 Manager Bakke stated that providing an expert opinion and interfacing with the  
203 Forest Lake Lake Association as part of the process falls well within the role of the  
204 District and expressed his support of President Anderson's suggestion to refer the  
205 proposal to the District engineer. By consensus, the Board directed staff to work with  
206 EOR to review the EAW.

207  
208 Manager Schmaltz asked reviewers to scrutinize the potential impacts of increased  
209 boats per acre. Administrator Kinney mentioned that there has been some research  
210 on the thermal impact of impervious surfaces on lakes that might be worth  
211 investigating in relation to this EAW.

#### 212 213 **4. Old Business**

##### 214 **a) Bone Lake South Property Management**

215  
216 Administrator Kinney presented a memorandum setting forth a short-term  
217 management plan for the Bone Lake South Property. Under the plan, public access  
218 will be temporarily withheld during initial restoration work. This will include posting  
219 the property against trespassing in accordance with state statute. Staff has  
220 inspected the property for hazards, and will inspect the property monthly for  
221 evidence of unauthorized entry.

222  
223 Manager Bakke requested that this information be posted on Facebook to the Bone  
224 Lake Association page before signs are posted on the property. He asked whether  
225 the Scandia Parks and Recreation department has been contacted about plans for  
226 the property.

227  
228 Administrator Kinney responded that the District has been in communication with  
229 the City of Scandia but has not given any formal presentation. He suggested it could  
230 be presented to the City and Bone Lake Association in the near future.

231  
232 Manager Bakke suggested that the Parks and Recreation Department would be a  
233 useful partner in planning trails and future use of the property.

234  
235 President Anderson mentioned that there had been questions about whether  
236 hunting will be allowed on the property. Administrator Kinney stated that allowing

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hunting access is a condition of the Lessard-Sams Outdoor Heritage Fund grant with which the property was acquired. He added that staff will return with a longer-term management plan for the property’s use that will take hunting into account.

Manager Schmaltz moved to authorize the District Administrator, on advice of counsel, to adopt the proposed short-term management plan, including limiting access to the Bone Lake South Property until such time that property fencing is installed and restoration work is complete. Seconded by Manager Bakke. 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) Rule 9 Revision Resolution**

Mr. Sandager explained that at the previous board meeting, the revised permit fee schedule was passed via a board motion but, according to the District rule, a fee schedule revision is to be in the form of a board resolution.

President Anderson moved to adopt Resolution 26-01-01 amending the permit fee schedule. Seconded by Manager Schmaltz. 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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**5. Program/Project Update**

**a) Project Update**

Administrator Kinney gave a brief overview of ongoing projects. He advised that the District will be able to utilize some remaining grant funding to begin site preparation on the Bone Lake South property restoration prior to the end of June. The Lessard-

267 Sams Outdoor Heritage Council met recently to approve the language that will be  
268 sent to the state legislature. Once that bill is approved, CLFLWD will be eligible to use  
269 its Phase II funding the day after Phase I closes on July 1.

270  
271 Administrator Kinney also noted that the District has recently received notification of  
272 a Forest Lake downtown redevelopment project.

273  
274 **6. Report of Managers**

275  
276 President Anderson received permission of the Board to discuss the Lower St. Croix  
277 Watershed Partnership with Administrator Kinney and Ms. Heinz.

278  
279 She asked when the Shallow Pond acquisition would be announced. Administrator  
280 Kinney said it will not be announced before July 1 to allow it to qualify for the Green Belt  
281 initiative funding.

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

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285 The following board directives were summarized:

- 286 • Staff will provide the managers with the Forest Lake materials on Timm’s Marina  
287 to complement the EAW. Staff and EOR will review those materials as well as the  
288 EAW and provide appropriate comment and advise the board of any issues.
- 289 • Staff will properly connect with Scandia Parks and Recreation as well as the  
290 Bone Lake Association with respect to the interim property management and  
291 posting the site.
- 292 • Administrator Kinney will look further into how hunting is required to be  
293 accommodated on the Bone Lake South property under the Lessard Sams  
294 grant.

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296 **8. Adjourn**

297 **a) Next regular board meeting – January 22, 2026**

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299 Manager Schmaltz moved to adjourn the meeting. Seconded by Manager  
300 Schottmuller. Upon a roll call vote, the motion carried 5-0, and the meeting was  
301 adjourned at 8:06 p.m.

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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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DRAFT