

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, January 22, 2026**

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5 **1. Call to Order**

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7 President Anderson called the January 22, 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 Jim Schottmuller, Vice President (virtual attendance)
13 Dave Bakke, Secretary (virtual attendance)
14 Steve Schmaltz, Treasurer (virtual attendance)
15 Douglas Toavs, Assistant Treasurer (virtual attendance)

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17 **Staff Present:**

18 Mike Kinney, District Administrator
19 Brad Jernberg, Business & Operations Manager
20 Tori Philippi, Office Manager
21 Emily Heinz, Planning Coordinator
22 Mike Sandager, Permitting Coordinator
23 Matthew Hendrickson, Technician

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25 **Others Present:**

26 Anne Wilkinson, Emmons & Olivier Resources
27 Chuck Holtman, Smith Partners
28 Steve McComas, Blue Water Science
29 Kim Hough, Big Marine Lake resident
30 Michael (not further identified)

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32 **2. Setting of Meeting Agenda**

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34 Manager Schmaltz moved to approve the agenda as presented. Seconded by Manager
35 Toavs. Upon a roll call vote, the motion carried 4-0.

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| Manager | Aye | Nay | Absent | Abstain |
|------------------|-----|-----|--------|---------|
| Jim Schottmuller | | | X | |
| Dave Bakke | X | | | |
| Doug Toavs | X | | | |
| Stephen Schmaltz | X | | | |

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| Jackie Anderson | X | | | |
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3. Consent Agenda

a) Regular Board Meeting Minutes – December 18, 2025

The consent agenda was approved by unanimous consent (Manager Schottmuller absent).

4. Public Open Forum

There were no comments.

5. Community Advisory Committee Update

Administrator Kinney reported that the Community Advisory Committee (CAC) met on January 13th and discussed new member appointment and introductions, floodplain resilience action plan, project updates, and overview of District-owned properties.

6. New Business

a) 2025 Blue Water Science Reports

Steve McComas of Blue Water Science presented findings from aquatic plant surveys in 2025 including the following lakes:

- Moody Lake: curly-leaf pondweed
- Bone Lake: curly-leaf pondweed, Eurasian watermilfoil, zebra mussel observations
- Little Comfort Lake: general aquatic invasive species detection meander survey
- Shields Lake: curly-leaf pondweed
- Comfort Lake: curly-leaf pondweed, Eurasian watermilfoil
- Lake Keewahtin: general aquatic plant point-intercept survey
- Forest Lake: curly-leaf pondweed, Eurasian watermilfoil, flowering rush

(Manager Schottmuller joined the meeting.)

Mr. McComas concluded that all CLFLWD lakes have unique natural features, and that aquatic invasive species (AIS), a healthy lake, and recreational opportunities can coexist. He stated that AIS, including flowering rush, management is evolving, and that the ongoing challenge is to manage AIS and protect native species with cost-effective methods.

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Manager Schmaltz noted the District was required to use an alternative curly-leaf pondweed (CLP) herbicide in 2025 due to walleye stocking by the Department of Natural Resources (DNR). He noted this herbicide was more expensive and asked if it will be necessary to use it again in 2026. Mr. McComas indicated the District will likely need to continue using the new type of herbicide in 2026 due to continued DNR concerns about walleye fry. Manager Schmaltz suggested the DNR should pay for the more expensive herbicide or at least run a test to see if Diquat (the less expensive herbicide) could be utilized in lakes where walleye have been stocked. Mr. Kinney indicated he has asked staff to reach out to the MN Aquatic Invasive Species Research Center (MAISRC) regarding the research. Mr. Sandager stated that the DNR has indicated it plans to stock walleye again in 2026.

Manager Toavs indicated Moody Lake curly-leaf pondweed growth was heavy in July 2025. Mr. McComas indicated the abundant plant growth is likely coontail or other native plants that grow later into the year. He noted curly-leaf pondweed does not continue growing that late into the summer. Mr. McComas noted the mid-summer plant growth is likely due to increased water clarity in Moody Lake.

President Anderson indicated she received calls from concerned Comfort Lake residents regarding the speed of the Blue Water Science survey boat. Mr. McComas explained how he performs aquatic plant surveys, including a meandering path with numerous sample points. He indicated that the survey boat isn't able to go very fast due to the amount of visual observations and rake sampling that are required.

b) 2026 Aquatic Plant Surveys Service Agreement

Mr. Sandager indicated he solicited quotes from Emmons & Olivier Resources (EOR) and Blue Water Science for aquatic plant surveys in 2026. He noted the quote from Blue Water Science is the lower cost, and EOR vouches for the expertise of Blue Water Science.

Manager Schmaltz moved to approve the 2026 Blue Water Science agreement for a total contract amount of \$24,650 and to authorize the administrator to sign the agreement, on advice of counsel. 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 | | | |

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| Jackie Anderson | X | | | |
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c) Clean Water Partnership Loan E Application

Emily Heinz indicated the board adopted the 2026 budget in December, which requires \$234,000 in loan disbursements to balance the budget. She explained that the Clean Water Partnership loan program is a reimbursement loan. This means the District does not receive the loan award up front but needs to track eligible expenditures during the project period and request reimbursement for said expenses after the fact.

Manager Schmaltz noted the importance of monitoring the District’s expenses closely throughout the year to plan ahead for any potential budget overages. He also suggested the District monitor its dedicated grant funds for large projects. Responding to Manager Schottmuller, Administrator Kinney characterized the loan agreement as similar to a line of credit, where the District obligates itself to interest payments only once it draws on the authorized loan amount. The managers concurred that the loan should be established but not drawn on until the District requires it. Ms. Heinz noted that establishing the loan would allow the District to begin incurring eligible expenses.

Manager Bakke asked Manager Schmaltz, as Board Treasurer, if the \$234,000 loan amount is appropriate. Manager Schmaltz replied that this was established during the budgeting process, and the amount was set deliberately to offset the levy increase.

Manager Schmaltz moved to adopt resolution 26-01-02 authorizing the District Administrator to apply for Clean Water Partnership Loan E in the amount of \$234,000. 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 | | | |

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7. Old Business

a) 2025 Aquatic Invasive Species Report

150 Mr. Sandager explained staff made the revisions to the report that were requested
 151 by managers at the last meeting, including clarifying that the Bone Lake
 152 Association’s financial contributions do not fund herbicide treatments.

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 154 Manager Bakke moved to approve the Aquatic Invasive Species (AIS) Report as
 155 presented. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 5-
 156 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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 159 **b) 2025 Watercraft Inspection Report**

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 161 Mr. Sandager indicated this report remains unchanged from what was presented at
 162 the last meeting. He indicated the final version of the report will be posted on the
 163 District website along with the Aquatic Invasive Species report.

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 165 Manager Bakke moved to approve the 2025 Watercraft Inspection Program yearend
 166 report as presented. Seconded by Manager Toavs. Upon a roll call vote, the motion
 167 carried 4-0-1.

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

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 170 **c) Timm’s Marina Environmental Assessment Worksheet**

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 172 Mr. Sandager indicated this was discussed at the last board meeting, and District
 173 staff and EOR have since reviewed the Environmental Assessment Worksheet (EAW).
 174 He stated the proposed comments are included in the board packet. Dr. Wilkinson
 175 explained that the comments generally recommend that the report provide more
 176 information on potential impacts to the lake and note the need to adhere to CLFLWD
 177 rules as applicable. Dr. Wilkinson noted the EAW doesn’t discuss the type of
 178 watercraft that may be docked at the expanded dock and potential watercraft
 179 carrying capacity for Forest Lake.

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Manager Schmaltz asked if wetland buffers and impacts should be considered. Mr. Sandager indicated he participated on the wetland Technical Evaluation Panel (TEP) earlier this year that reviewed potential wetland impacts and wetland setbacks.

Legal Counsel Holtman explained that the purpose of the EAW is for the decision maker, the City Council, to ensure it has all the information it needs about potential environmental impacts to make a fully considered decision. He stated that the City Council has the decision making authority with respect to the project. He noted that the District may engage with the City outside of the EAW framework as well.

Manager Schmaltz stated that the City should ensure its shoreline ordinances and tree ordinances are being adhered to with this project. He suggested this point be added to the list of comments being submitted to the City.

President Anderson moved to authorize the District Administrator to submit the attached EAW comments to the City of Forest Lake and any other comments that might be helpful to improve water quality. 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 | | | |

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8. Report of Staff

a) Administrator

Administrator Kinney reported the District has several upcoming community education events on the schedule. President Anderson indicated she plans to sign up for these events. Mr. Kinney noted staff continue to work on several grant applications.

b) Emmons & Olivier Resources (EOR)

Dr. Wilkinson reported EOR is working on analyzing the 2025 water monitoring data. She reported that the 90% plans for the Heath Iron Enhanced Sand Filter Project were

215 submitted to the City of Wyoming for review, and she anticipates the District will
216 solicit bids in February/March with construction beginning in June.

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218 **c) Smith Partners**

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220 Nothing to report.

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222 **9. Report of Treasurer**

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224 **a) Approval of Bills and Treasurer's Report**

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226 Treasurer Schmaltz reported income for the period of \$2,810,354 and expenses in the
227 amount of \$2,531,163.

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229 President Anderson moved to accept the Treasurer's Report, transfer funds in the
230 amount of \$154,000 and pay the bills in the amount of \$2,531,163.39. Seconded by
231 Manager Schmaltz. Upon 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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234 **10. Report of Officers and Managers**

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236 Nothing to report.

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238 **11. Summary and Approval of Board Direction**

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240 Board directives were summarized.

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246 **12. Adjourn**

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a) Next regular board meeting – February 12, 2026, 6:30 pm

Manager Toavs moved to adjourn the meeting. Seconded by President Anderson.
Upon a roll call vote, the motion carried 5-0, and the meeting adjourned at 8:07 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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254 Dave Bakke, Secretary -----

DRAFT