

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

1. Call to Order

President Anderson called the January 8, 2026, regular board meeting to order at 6:30 p.m. at the CLFLWD office, 44 Lake Street South, and via online video conference.

Managers Present:

Jackie Anderson, President

Dave Bakke, Secretary (virtual attendance)

Steve Schmaltz, Treasurer

Douglas Toavs, Assistant Treasurer (virtual attendance)

Jim Schottmuller, Manager

Staff Present:

Mike Kinney, District Administrator

Blayne Eineichner, Project Coordinator

Brad Jernberg, Business & Operations Manager

Emily Heinz, Planning Coordinator

Mike Sandager, Permitting Coordinator

Aidan Read, Land Management Specialist

Others Present:

Anne Wilkinson, Emmons & Olivier Resources

Chuck Holtman, Smith Partners

2. Setting of Meeting Agenda

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

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

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 Hervig 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			

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.

<u>First Resource Bank Signers</u> • <u>Jackie Anderson</u> • <u>Steve Schmaltz</u> • <u>Dave Bakke</u> • <u>Doug Toavs</u> • <u>Jim Schottmuller</u>	<u>First Resource Bank Viewers</u> • <u>Brad Jernberg</u> • <u>Mike Kinney</u> • <u>Tori Philippi</u>
<u>MidWestOne Bank Signers</u> • <u>Jackie Anderson</u> • <u>Steve Schmaltz</u> • <u>Dave Bakke</u> • <u>Doug Toavs</u> • <u>Jim Schottmuller</u>	<u>MidWestOne Bank Viewers</u> • <u>Brad Jernberg</u> • <u>Mike Kinney</u> • <u>Tori Philippi</u>
<u>Credit Card Holders</u> • <u>Jackie Anderson</u> • <u>Mike Kinney</u> • <u>Blayne Eineichner</u>	<u>Credit Card Authorized Users</u> • <u>Jackie Anderson</u> • <u>Mike Kinney</u>

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			

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.
193

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

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

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

4. Old Business

a) Bone Lake South Property Management

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

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

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

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

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

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			

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			

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-

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

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

6. Report of Managers

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

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

7. Summary and Approval of Board Direction

The following board directives were summarized:

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

8. Adjourn

a) Next regular board meeting – January 22, 2026

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

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

304 Dave Bakke, Secretary -----

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