



**MEMORANDUM**  
Comfort Lake-Forest Lake Watershed District

**Date:** February 25, 2026  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** 2026-28 Tri-Party Agreement - Funding Support Agreement for Aquatic Invasive Species and Lake Management Activities on Forest Lake



**Background/Discussion:**

The [Tri-Party Agreement was a board item](#) at the February 12, 2026 board meeting. The Comfort Lake-Forest Lake Watershed District (CLFLWD) board tabled the item and issued a directive for more information on Aquatic Invasive Species (AIS) funding for Bone, Comfort, and Forest Lake. The AIS cost of all surveys, treatments, and watercraft inspectors per riparian parcel for each lake is listed below in Table A. Additional information on lake expenses are attached.

Table A:

Cost of AIS & WCI by Parcel			
	Forest	Bone	Comfort
2023	\$ 87.84	\$ 166.56	\$ 281.96
2024	\$ 89.55	\$ 168.32	\$ 221.11
2025	\$ 127.18	\$ 133.66	\$ 199.52

The Tri-Party Agreement allows for reimbursement for the following activities: services and materials purchases, equipment rental, staff costs, and hired contractor costs. CLFLWD expenses in 2025 included watercraft inspector wages, full-time staff wages, AIS delineations, AIS treatments, and trash and recycling. The budgeted Forest Lake AIS expenses for 2026 are in table B below.

Table B:

Forest Lake 2026 AIS Budget				
WCI	Delineations	Treatments	FTE*	Total
\$41,895.00	\$ 13,100.00	\$47,400.00	\$9,500.00	\$111,895.00

\*Based on 2025 Tri-Party expenses

Funding levels for the Tri-Party Agreement have remained at the original 2022 amounts. Due to increased management costs, the parties have agreed to an updated 3-year agreement



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with contribution increases in the 2027 and 2028 seasons. To allow budget planning, 2026 amounts remain the same as 2025 with proposed increases of 15 percent in 2027 and 10 percent in 2028 to the previous year (Table C). Otherwise, the 2026-2028 agreement in principle remains the same as the 2024 and 2025 agreement.

Table C:

	2026	2027	2028
City:	\$63,750	\$73,312.50	\$80,643.75
	42.5%	42.5%	42.5%
District:	\$63,750	\$73,312.50	\$80,643.75
	42.5%	42.5%	42.5%
FLLA:	\$22,500	\$25,875.0	\$28,462.50
	15%	15%	15%

The CLFLWD has a proposed required contribution of \$63,750 in 2026 which increases to \$80,643 in 2028. The budgeted AIS expenses for 2026 totaled \$111,895 which would meet required contributions in all years of the 3-year agreement. Staff recommend the Board approve the 2026-2028 Forest Lake Cooperative Agreement and authorize the District Administrator to take any further steps necessary to execute the agreement, with advice from legal counsel.

**Recommended Motion:**

Proposed Motion: Manager \_\_\_\_\_ moves to authorize the District Administrator to execute the 2026-2028 Funding Support Agreement for AIS and Lake Management Activities on Forest Lake (Tri-Party Agreement), on advice of counsel and with any final, non-substantive changes. Seconded by Manager \_\_\_\_\_.

**Attached**

- 2026-2028 Funding Support Agreement for Aquatic Invasive Species and Lake Management Activities on Forest Lake
- AIS Expenses for Bone, Comfort, and Forest Lake – 2023 to 2025

**FUNDING SUPPORT AGREEMENT**  
**for AQUATIC INVASIVE SPECIES and LAKE MANAGEMENT ACTIVITIES on FOREST LAKE**

**THIS FUNDING SUPPORT AGREEMENT** is made this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and among the Comfort Lake-Forest Lake Watershed District ("District"), the City of Forest Lake ("City"), a Minnesota municipal corporation, and the Forest Lake Lake Association ("FLLA"), a 501c(3) non-profit organization hereafter collectively referred to as "Parties", and individually as "Party."

**WHEREAS**, the District has adopted its "2022-2031 Watershed Management Plan," effective August 26, 2021, ("WMP") pursuant to Minnesota Statutes §103B.231;

**WHEREAS** the WMP provides that the District will carry out a program to manage aquatic invasive species ("AIS") within the District's lakes, to prevent the spread of AIS, protect water quality, enhance ecological integrity and diversity, and maintain lake recreational use;

**WHEREAS**, the WMP implementation plan, at paragraphs 3011-B through 3011-H, describes AIS program elements including watercraft inspections; providing AIS signage and cleaning and disposal equipment at launch sites; performing aquatic macrophyte surveys; establishing and carrying out AIS early detection, rapid response, and prevention actions; conducting pilot work and research on AIS control; managing and removing AIS from lakes; and managing common carp to protect native plant communities ("WMP Plan").

**WHEREAS**, the City views the District's WMP Plan for Forest Lake as beneficial for the health, safety and welfare of the City, and the City and the FLLA wish to support the District's efforts by contributing funding;

**WHEREAS**, it is difficult to prepare for unseen challenges to AIS and Lake Management Activities. To help provide an opportunity for faster response and offset possible financial burdens, each party will create a reserve fund. If a party does not spend its total annual commitment, it will place the remaining balance in a reserve fund. This reserve fund will be capped at the party's annual contribution. Once the Reserve Fund has reached its cap, the party may choose at its own discretion what to do with further additional funding;

**WHEREAS**, the parties entered, and implemented, a funding agreement for several prior calendar years, and desire to enter into a funding agreement for calendar years 2026-2028, for the WMP Plan for Forest Lake.

**NOW, THEREFORE**, the City, FLLA, and District enter into this Agreement and hereby agree as follows:

1. The District will carry out AIS management activities on Forest Lake in accordance with paragraphs 3011-B through 3011-H of its WMP implementation plan.

2. The City will conduct native plant harvesting and other lake management activities to support the recreational quality of the lake.
3. FLLA will perform AIS management activities as determined by FLLA.
4. The parties agree to spend, in calendar year 2026, the following amounts on activities described in paragraphs 1 through 3:

City:	\$63,750 (42.5%)
District:	\$63,750 (42.5%)
FLLA:	\$22,500 (15%)

up to a combined maximum by all 3 parties of \$150,000. The parties agree that the combined maximum expenditure will increase by fifteen percent over prior year for calendar year 2027 and ten percent over prior year for calendar year 2028, with the spending commitment of each partner also increasing by fifteen percent in calendar year 2027 and ten percent in 2028. By November 15 of each year, each party will share with the others the documentation for its expenditures. If any party has not met its maximum spending commitment, reimbursement among the parties will occur so that the total expenditure is distributed in accordance with the stated percentages.

5. Expenditures that count toward a party's commitment include services and materials purchases, equipment rental, staff costs, and hired contractor costs. Expenditures covered by grant funds are not counted towards the totals in paragraph 4.
  - a. The City may count expenditures for native plant harvesting. However, pursuant to the District's WMP, the District cannot participate in the removal of native aquatic plants, including the reimbursement to others for such activities. Therefore, harvesting expenditures will not count in determining the amount of reimbursement the District must provide should it fail to meet its spending commitment.
6. If a party does not meet its spending commitment in paragraph 4, above, it will establish a reserve in the amount by which its spending, plus the amount it has reimbursed the other parties under paragraph 4, falls short of its commitment. The reserve for each party will be capped at its respective financial commitment for that year, as stated in paragraph 4. At a time of its choosing, it will spend the reserve for purposes described in this agreement and will inform the other parties when it has done so.

7. This agreement is for the purpose of establishing mutual funding commitments for the District's WMP Plan for Forest Lake. Each party is responsible for the activities it elects to perform, and no party assumes responsibility for the activities of another party. As between the District and the City, this is not a joint powers agreement and neither party agrees to be responsible for the acts or omissions of the other party within the meaning of Minnesota Statutes 471.59, subd. 1a(a).
8. The District, City and FLLA are performing the work subject to this agreement in reliance on the others' funding as herein provided. The City, District, and FLLA intend that this agreement be legally binding.
9. Official contacts for the administration of this agreement are:

City of Forest Lake  
Dave Adams, Public Works Director  
[Dave.Adams@ci.forest-lake.mn.us](mailto:Dave.Adams@ci.forest-lake.mn.us)

Comfort Lake-Forest Lake Watershed District  
Michael Sandager, Permitting and AIS Coordinator  
[Mike.sandager@clflwd.org](mailto:Mike.sandager@clflwd.org)

Forest Lake Lake Association  
Kenneth Wood, President  
[kenneth.wood@codywood.net](mailto:kenneth.wood@codywood.net)

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In Witness Hereof, this Agreement is executed on the date first above written.

**Comfort Lake-Forest Lake Watershed District**

By: \_\_\_\_\_

Mike Kinney, Administrator

Date: \_\_\_\_\_

**City of Forest Lake**

By: \_\_\_\_\_

Blake Roberts, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_

Attest: Jolleen Chaika, City Clerk

Date: \_\_\_\_\_

**Forest Lake Lake Association**

By: \_\_\_\_\_

Kenneth Wood, President

Date: \_\_\_\_\_



**Attachment: Additional Information on Lake expenses**

Forest												
Year	WCI Rate	WCI Total	CLP	EWM	FR	Carp	PL	Additional Survey	AIS Total	AIS & WCI Combined	Total Riparian Parcels	Cost per Parcel
2023	\$23.00	\$53,327.00	\$14,923.00	\$3,200.00	\$15,075.00	\$4,972.00	\$1,730.00	\$3,400.00	\$43,300.00	\$96,627.00	1100	\$87.84
2024	\$23.00	\$39,997.00	\$6,091.00	\$28,300.00	\$24,120.00	\$0.00	\$0.00	\$0.00	\$58,511.00	\$98,508.00	1100	\$89.55
2025	\$23.50	\$41,895.00	\$81,927.00	\$3,300.00	\$12,771.00	\$0.00	\$0.00	\$0.00	\$97,998.00	\$139,893.00	1100	\$127.18
Comfort												
Year	WCI Rate	WCI Total	CLP	EWM	FR	Carp	PL	Additional Survey	AIS Total	AIS & WCI Combined	Total Riparian Parcels	Cost per Parcel
2023	\$23.00	\$16,720.00	\$1,400.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$900.00	\$4,100.00	\$20,820.00	125	\$166.56
2024	\$23.00	\$15,500.00	\$3,740.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,540.00	\$21,040.00	125	\$168.32
2025	\$23.50	\$13,207.00	\$1,600.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$16,707.00	125	\$133.66
Bone												
Year	WCI Rate	WCI Total	CLP	EWM	FR	Carp	PL	Additional Survey	AIS Total	AIS & WCI Combined	Total Riparian Parcels	Cost per Parcel
2023	\$23.00	\$18,276.00	\$1,900.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$3,300.00	\$7,100.00	\$25,376.00	90	\$281.96
2024	\$23.00	\$15,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$900.00	\$4,900.00	\$19,900.00	90	\$221.11
2025	\$23.50	\$12,737.00	\$3,170.00	\$2,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,220.00	\$17,957.00	90	\$199.52
Forest Lake 2026 AIS Budget									Cost of AIS & WCI by Parcel			
WCI	Delineations	Treatments	FTE*	Total	Forest		Bone		Comfort			
\$41,895.00	\$13,100.00	\$47,400.00	\$9,500.00	\$111,895.00	2023	\$87.84	2023	\$166.56	2023	\$281.96		
					2024	\$89.55	2024	\$168.32	2024	\$221.11		
					2025	\$127.18	2025	\$133.66	2025	\$199.52		

**List of Abbreviations**

- AIS = Aquatic Invasive Species
- WCI = Watercraft Inspections
- CLP = Curly-leaf Pondweed
- EWM = Eurasian Watermilfoil
- FR = Flowering Rush
- PL = Purple Loosestrife
- FTE = Fulltime Employee