

1 **DRAFT MINUTES OF THE REGULAR MEETING OF THE**
2 **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**
3 **Thursday, April 9, 2026**
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5 **1. Call to Order**
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7 President Anderson called the April 9, 2026, regular board meeting to order at 6:30 p.m.
8 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 Steve Schmaltz, Treasurer
13 Dave Bakke, Secretary (virtual attendance)
14 Douglas Toavs, Assistant Treasurer (virtual attendance)
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16 **Managers Absent:**

17 Jim Schottmuller, Vice President
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19 **Staff Present:**

20 Mike Kinney, Administrator
21 Emily Heinz, Planning Coordinator
22 Jackie Bussjaeger, Technician
23 Tori Philippi, Office Manager
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25 **Others Present:**

26 Anne Wilkinson, Emmons & Olivier Resources (EOR)
27 Chuck Holtman, Smith Partners
28 Ted Hanson, Community Advisory Committee
29 Michael, online attendee (not further identified)
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31 **2. Setting of Meeting Agenda**
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33 Manager Schmaltz moved to approve the agenda as presented. Seconded by Manager
34 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			
Jackie Anderson	X			

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3. Consent Agenda

a) Regular Board Meeting Minutes – March 26, 2026

[6:30 pm]

Manager Schmaltz moved to approve the consent agenda as presented. Seconded by President Anderson. Upon a roll call vote, the motion carried 4-0.

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

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4. New Business

a) Lower St. Croix Watershed Partnership Update

[6:31 pm]

President Anderson asked staff to send the Lower St. Croix metro convene meeting minutes to the rest of the board. She indicated that carp densities in Comfort Lake and Little Comfort Lake are high, and the District will seek Watershed Based Implementation Funding (WBIF) for a carp movement study in 2027. She added that Forest Lake has particularly poor shoreline health, and the District will also seek WBIF funding for Forest Lake shoreline restorations in 2027.

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b) 2026 MN Watersheds Request for Resolutions

[6:43 pm]

Administrator Kinney noted that June 1 is the deadline to submit proposed resolutions to Mn Watersheds. President Anderson indicated she has two ideas for resolutions related to watershed engineering and One Watershed One Plan. Manager Schmaltz shared an idea for a resolution pertaining to natural shoreline messaging. President Anderson and Manager Schmaltz indicated they would work with Administrator Kinney and Legal Counsel Holtman to develop resolutions for board consideration.

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c) Manager Liaisons and Interagency Agendas

[6:52 pm]

Administrator Kinney indicated that staff will regularly share interagency board/council meeting agendas with board liaisons so the District can be proactive in its coordination with local partners.

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5. Old Business

a) 2025 Comprehensive Monitoring Report

[7:00 pm]

Dr. Wilkinson indicated she made minor revisions to the 2025 Water Monitoring Report, but there are no substantive changes.

Manager Schmaltz moved to accept the 2025 Water Quality Monitoring Report from Emmons & Olivier Resources as presented. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 4-0.

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) 2025 Year-In-Review, Annual Report, Progress Report Presentation

[7:05 pm]

Presentation materials are available at www.cflwd.org.

President Anderson indicated the District’s YouTube page is difficult to navigate and that she would work with staff to adjust how YouTube videos are shared. Managers all indicated that they appreciate staff’s pre-recorded presentations and that they all watched the recordings ahead of the meeting. Manager Bakke noted how pre-recording longer presentations saves time during board meetings. President Anderson indicated she would also like staff to provide a brief overview during the board meeting itself, in addition to pre-recording the presentation.

Manager Schmaltz reviewed comments that he submitted. Manager Anderson moved to direct staff to incorporate Manager Schmaltz’s revisions to the Progress Report as proposed. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 4-0.

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

Jackie Anderson	X			
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Ms. Heinz advised that the documents will be on the April 23rd agenda for board approval.

c) Natural Shoreline Outreach and Education Campaign Update

[7:17 pm]

Presentation materials are available at www.cflwd.org.

President Anderson suggested this topic be discussed at the next board meeting so that Mr. Hjelm can be present for the discussion.

Manager Bakke said he appreciates the survey data and statistics in the presentation. He suggested the District collect these data for the District's other lakes, such as Bone Lake.

6. Program/Project Update

a) Project Update

[7:28 pm]

Presentation materials are available at www.cflwd.org.

Manager Bakke indicated he is looking forward to discussing the District's management plan for the property and how the District will allow for public use. Mr. Kinney clarified that this site was purchased using Lessard-Sams Outdoor Heritage Fund grant dollars. As such, the Lessard-Sams Outdoor Heritage Council requires that hunting and fishing be allowed, as permitted by state law and local ordinances.

b) Program Update: Grant Research & Preparation

[7:36 pm]

Presentation materials are available at www.cflwd.org.

President Anderson encouraged staff to share the upcoming Conservation Corps crew work with local newspapers.

7. Report of Managers

[8:03 pm]

144 Manager Schmaltz reported that at next week’s meeting, the Forest Lake City Council will
145 consider an appeal of the planning commission’s denial of a conditional use permit and
146 variance for docking expansion at Timm’s Marina.

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148 Manager Toavs expressed gratitude to the staff that coordinated the Bone Lake South
149 informational session, which was attended by a lot of people.

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151 Manager Bakke reported that the Board reviewed Administrator Kinney’s Q1 performance
152 on Monday. He indicated that each manager is asked to participate in the three
153 remaining quarterly reviews that will be scheduled throughout the rest of the year.
154 President Anderson noted the Board will hold a closed session at the end of the next
155 regular board meeting to discuss this topic.

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157 **8. Summary and Approval of Board Direction**

158 [8:05 pm]

159 The following board directives were summarized:

- 160 • President Anderson requested the Education & Outreach presentation on the
161 Natural Shoreline Campaign be brought to the April 23rd regular board meeting.
- 162 • President Anderson suggested staff consider soliciting newspaper coverage of
163 the upcoming Conservation Corps crew work.
- 164 • Ms. Philippi will work with President Anderson on the YouTube arrangement and
165 how to access videos on YouTube.
- 166 • President Anderson asked that EOR incorporate reference to Comfort Lake
167 drought conditions in the History section of the Monitoring Report.
- 168 • Managers Anderson and Schmaltz will work with Administrator Kinney and
169 Counsel Holtman to develop MN Watersheds resolution ideas.

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171 **9. Adjourn**

172 **a) Next regular board meeting – April 23, 2026**

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174 Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Bakke.
175 Upon a roll call vote, the motion carried 4-0, and the meeting was adjourned at 8:11
176 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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179 Dave Bakke, Secretary _____