MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, April 23, 2026

1. Call to Order

Treasurer Schmaltz called the April 23, 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
Steve Schmaltz, Treasurer
Jim Schottmuller, Vice President (virtual attendance)
Dave Bakke, Secretary (virtual attendance)
Douglas Toavs, Assistant Treasurer (virtual attendance)

Staff Present:
Mike Kinney, Administrator
Adam Hjelm, Education and Outreach Coordinator
Brad Jernberg, Business and Operations Manager
Emily Heinz, Planning Coordinator
Mike Sandager, Permitting & AIS Coordinator
Victoria D'Amico, Water Resources Engineering Technician

Others Present:
Justin Nilson, Abdo
Greg Graske, Emmons & Olivier Resources (EOR)
Chuck Holtman, Smith Partners
Ted Hanson, Community Advisory Committee
Michael, online attendee (not further identified)

2. Setting of Meeting Agenda

Items 6a-Permit 25-015 Havenwood and 6b-Permit 25-019 Amberly Woods were removed from the agenda and will be brought forward to a future board meeting.

<u>Manager Bakke moved to approve the agenda as amended. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 4-0.</u>

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			
Dave Bakke	X			

Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson			X	

3. Consent Agenda

a) Regular Board Meeting Minutes – March 26, 2026

b) National Fish & Wildlife Foundation Five Star Grant Application

<u>Manager Bakke moved to approve the consent agenda as presented. Seconded by Manager Toavs.</u>

President Anderson joined the meeting.

<u>Upon a roll call vote, the motion carried 5-0.</u>

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

4. Public Open Forum

[6:37 pm]

Ted Hansen, Community Advisory Committee member, encouraged the Board to work toward operating under a balanced budget so that expenses do not exceed revenues. He encouraged the Board to keep the tax levy at a reasonable rate.

5. Advisory Committee Updates

[6:39 pm]

Administrator Kinney reported that the Community Advisory Committee (CAC) met on April 14th and discussed project updates, the 2025 Annual Report and Progress Report, the 2025 Comprehensive Monitoring Report, and the economic impact of lakes.

6. New Business

a) 2025 Audit Report

[6:42 pm]

Justin Nilson, CPA with Abdo, presented an overview of the 2025 financial audit which includes a clean unmodified auditor's opinion and no instances of noncompliance with Minnesota legal requirements.

Manager Bakke moved to accept the Abdo prepared 2025 Executive Governance Summary and Annual Financial Report of the Comfort Lake Forest-Lake Watershed District for the year ended December 31, 2025, and direct staff to forward the information to the State of MN as required. 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			

b) 2027 Budget Schedule & Outreach Plan
[6:58 pm]

Emily Heinz recommended the Board review and approve the Budget Schedule & Outreach Plan and consider setting dates for budget workshops.

There was general consensus to establish the following schedule for budget workshops and to notice each workshop according to special meeting requirements (i.e., meeting notice posted at least 3 days in advance).

Workshop #	**Meeting Time**	**Meeting Date**
Workshop #1- Prioritization	6:00-8:00 pm	Tuesday, May 12
Workshop #2- First Review	6:00-8:00 pm	Thursday, June 4
Workshop #3- Clarifications & Communications	6:00-8:00 pm	Thursday, June 18
Workshop #4- Clarifications & Communications	6:00-8:00 pm	Tuesday, July 21
Workshop #5- Comment Responses & Newspapers	6:00-8:00 pm	Thursday, July 30
Workshop #6- Cleanup & Prep for Hearing	6:00-8:00 pm	Thursday, August 20

President Anderson asked that any budget materials intended for public consumption come before the Board first.

Manager Schmaltz moved to approve the 2027 Budget Schedule & Outreach Plan and direct staff to provide any budget materials intended for public consumption to the Board prior to distribution. Seconded by President Anderson. 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) Watershed Management Plan Minor Amendment
[7:08 pm]

Emily Heinz summarized the proposed plan amendments which will clearly communicate certain projects that the District has planned. Legal Counsel Holtman recommended the amendments are necessary to incorporate identified potential projects. In response to a question from Manager Schottmuller, Ms. Heinz indicated that the proposed additional projects depend on grant funding.

Manager Schmaltz asked that the amendment incorporate the District's mission statement into the plan and include a reference to cost-efficiency in the WMP text on page 3 of the packet material.

Manager Schmaltz moved to adopt Resolution 26-04-01 initiating the watershed management plan amendment, with the two noted additions. 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			

d) Starry Stonewort Rapid Response Plan
[7:24 pm]

Mike Sandager presented an overview of the District’s Starry Stonewort Rapid Response Plan. There are currently no known populations of starry stonewort in the CLFLWD, and the District practices early detection techniques to watch for new introductions. President Anderson asked that staff schedule a future board discussion regarding funding and policy questions related to Eurasian watermilfoil and starry stonewort management.

7. Old Business

a) 2025 Year-in-Review, Annual Report, and Progress Report

[7:39 pm]

Manager Bakke moved to approve the 2025 Year-in-Review, Annual Report, and Progress Report. 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			

b) Bone Lake South Nature Area Fencing

[8:00 pm]

Administrator Kinney explained the District has remaining grant funding from one of the land acquisition grants. He recommended using the remaining grant balance to replace perimeter fencing on the property.

Manager Schmaltz moved to direct the Administrator, on advice from legal counsel, to enter into an agreement with Olson Fencing to implement the Bone Lake South Nature Area Fencing project in accordance with the April 10, 2026 Quote and the prioritization indicated in the staff memo for a sum not to exceed the remaining grant funds, equaling $69,165. Seconded by Manager Bakke.

Manager Bakke asked if there will be gates in the fence. Mr. Holtman noted there are two access points indicated on the fencing map.

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) Natural Shoreline Outreach and Education Campaign Update

[8:04 pm]

Adam Hjelm explained that he provided a pre-recorded presentation for the last board meeting, he has spoken with some managers since the last meeting, and staff will bring the final report and presentation by Moore Engineering to the May 28th regular board meeting. Managers commended Mr. Hjelm and Mr. Read on the education materials.

8. Report of Staff

a) Administrator

[8:08 pm]
Administrator Kinney presented an update on staff activities over the last month, including photos which are available at www.clflwd.org.

b) Emmons and Olivier Resources

[8:22 pm]

Greg Graske reported that much of EOR's work relates to the information presented in the Administrator's Report. Additionally, Anne Wilkinson is working on putting together a list of sediment sampling sites for project identification purposes around Comfort Lake.

c) Smith Partners

[8:22 pm]

Nothing to report.

9. Report of Treasurer and Approval of Bills

[8:22 pm]

Treasurer Schmaltz reported income for the period of $56,006.35 and expenses in the amount of $175,831.44. No bank transfer is needed this month.

<u>Manager Schmaltz moved to accept the Treasurer's Report and pay the bills in the amount of $175,831.44. Seconded by President Anderson. Upon vote, the motion carried 5-0.</u>

Manager	Aye	Nay	Absent	Abstain
Jim Schottmuller	X			

Dave Bakke	X			
Doug Toavs	X			
Stephen Schmaltz	X			
Jackie Anderson	X			

10. Report of Officers and Managers

[8:23 pm]

Manager Schmaltz reported that the Forest Lake Lake Association held its annual meeting last week. He commended District staff on their presentation at the lake association meeting.

Manager Bakke reported that he and President Anderson have been working on the District Administrator quarterly performance review. President Anderson indicated the Board will convene in closed session at the next regular board meeting to complete the review.

President Anderson reported downed trees and litter on a property adjacent to the Sunrise River, north of Highway 8. She requested staff take a look at this property and consider involving the Department of Natural Resources.

11. Summary and Approval of Board Direction

[8:28 pm]

The following board directives were summarized:

- With respect to the budget outreach plan President Anderson asked that anything intended for public consumption come before the Board first.
- President Anderson asked that staff schedule a future board discussion regarding funding and policy questions related to Eurasian watermilfoil and starry stonewort management.
- Manager Schmaltz suggested that staff do outreach related to starry stonewort twice a year.
- Staff will coordinate standard talking points across lakes as a way to speak about district goals.
- Staff will share with the Board the results of the University of MN lake user survey on Forest Lake.
- President Anderson asked that staff look at the site north of Highway 8 and coordinate with the MN DNR, as appropriate, and in general to coordinate with state agencies when relevant matters arise.

<u>President Anderson moved to approve the board directives. Seconded by Manager Schmaltz. Upon a roll call vote, the motion carried 5-0.</u>

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

12. Adjourn

a) Next regular board meeting – May 14, 2026

<u>President Anderson 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 8:31 p.m.</u>

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

Dave Bakke, Secretary _______________________________________