DRAFT MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, July 9, 2026

1. Call to Order

President Anderson called the July 9, 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
Dave Bakke, Secretary (virtual attendance)
Douglas Toavs, Assistant Treasurer (virtual attendance)

Staff Present:
Mike Kinney, Administrator
Brad Jernberg, Business and Operations Manager
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Emily Heinz, Planning Coordinator
Mike Sandager, Permitting and AIS Coordinator
Tori Philippi, Office Manager
Victoria D'Amico, Water Resources Engineering Technician

Others Present:
Anne Wilkinson, Emmons & Olivier Resources (EOR)
Chuck Holtman, Smith Partners
Michael Miller, online attendee

2. Setting of Meeting Agenda

Budget Workshop #4 Rescheduling was added to the agenda under Old Business.

<u>Manager Schmaltz moved to approve the agenda as amended. Seconded by Manager Schottmuller. 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			

3. Consent Agenda

a) Regular Board Meeting Minutes – June 11, 2026

b) Special Board Meeting Minutes – June 15, 2026

President Anderson requested a change to the June 11th minutes: in the section discussing the Clean Water Council, add reference to the appropriate chapter of MN statute pertaining to funding project development work. She indicated she would type up requested changes and send them to staff.

<u>President Anderson moved to approve the consent agenda with incorporation of changes to the June 11 minutes as indicated. Seconded by Manager Schottmuller. 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. New Business

a) Permit 25-023 Dealer Rentals Parking Lot Paving

[6:35 pm]

Victoria D'Amico presented an overview of the permit application. Permit 25-023 – Dealer Rentals Parking Lot Paving is a proposed project to pave a gravel parking lot located at 1520 9th Ave SW, Forest Lake, east of 35W and a block north of 11th Ave SW. Dr. Wilkinson explained that the permit triggers District rules 2.0, 3.0, 9.0 and 10.0. She noted the proposed project meets rule requirements, and the recommended conditions for permit issuance pertain to financial assurances and execution and recording of a stormwater maintenance instrument.

<u>Manager Schmaltz moved to approve permit application #25-023 with conditions stated in EOR's June 30, 2026, Permit Application #25-023, Forest Lake memorandum. Seconded by President Anderson. 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			

b) Annual Review of Crisis Communication Plan
[6:50 pm]

President Anderson requested the plan be revised to incorporate more direct communication with the Board of Managers. Mr. Kinney indicated staff would add the Board President to the core team members listed on page 6 of the plan. President Anderson directed staff to review the plan and add, where appropriate, reference to Board participation. Manager Schottmuller suggested if the Board President is unavailable, other manager(s) will be contacted as appropriate. President Anderson suggested the Business and Operations Manager be added to the core communications team as well. Staff will work with President Anderson and Manager Schottmuller on these items and present a final plan to the Board.

c) Annual Review of Strategic Plan
[7:00 pm]

Emily Heinz presented an overview of the strategic plan layout and contents. She noted the District is making good progress toward the initiatives in the plan, with 70% of initiatives completed or underway. President Anderson asked how often the District reviews and updates the plan. Mr. Kinney suggested reviewing and updating the Strategic Plan in advance of the next major Watershed Management Plan update.

5. Old Business

a) Community Advisory Committee
[7:15 pm]

Mr. Kinney explained that staff reviewed state statute pertaining to watershed district advisory committees and can confirm the Board may appoint interested and technical persons who may or may not reside in the District. He noted three members of the Community Advisory Committee (CAC) reside outside District boundaries, and staff recommends keeping them on the CAC for their technical knowledge.

President Anderson asked legal counsel if it's appropriate for a CAC member residing outside the District to provide input on the budget and levy. Legal Counsel Holtman said the Board has the discretion to appoint CAC members who reside outside the District, and the Board may set additional criteria for appointing such CAC members if it chooses. Mr. Holtman explained the CAC is advisory to the Board, so that while the CAC is at liberty to set its own agenda and provide the Board with the advice it wishes to provide. It is common for watershed district boards to give the CAC direction as to what would be most helpful to the Board. The Board can do what it wishes with the CAC's advice. Accordingly, there's no harm in non-resident CAC members offering input on budget and levy matters, and the Board may credit such input as it chooses.

President Anderson stated that residents outside the District's boundaries do not pay taxes to the District, and this should be taken into consideration when reviewing CAC advice.

Manager Schmaltz stated the District has had low CAC participation rates in past years, and the most important criterion for a CAC member is someone who is interested in participating.

Manager Bakke recognized the CAC for its work in reviewing information and advising the Board. He indicated he values the CAC's input, and the CAC plays an important role.

b) Bone Lake South Management Plan
[7:24 pm]

Administrator Kinney reported that District staff and engineers are currently working on the management and restoration plan for the Bone Lake South Nature Area, which is shaped around the requirements of the Lessard-Sams Outdoor Heritage Fund (LSOHF) grant.

President Anderson requested that the management plan be distributed to the Board for review as soon as it's available.

Manager Schmaltz posed several questions, which were answered by Administrator Kinney:

1. Question: How long will the restoration and enhancement plan take to implement?
    a. Answer: Staff estimates it will take 5 years to implement the restoration and enhancement work under the LSOHF grant.

2. Question: What resources are necessary to implement the plan? E.g., District staff time versus contractors.
    a. Answer: The District will fund restoration and enhancement work entirely with LSOHF grant dollars, and most of the staff time will be counted as local contribution. Some work will be done by District staff, as appropriate to staff members' skill levels, and some work will be contracted out.

3. Question: Once the property is restored/enhanced, how much will it cost to maintain long-term?
    a. Answer: The District may be able to ultimately shift long-term property management to another entity. Mr. Kinney indicated he is communicating with partners to evaluate this option.

Manager Bakke noted the LSOHF grant requires that the site be open to hunting and fishing during hunting season, which may span 10 months out of the year. Manager Toavs indicated deer hunters will likely have an expectation to go in with four wheelers to extract deer kills. Mr. Kinney said the District can prohibit motorized vehicles and permanent hunting stands.

President Anderson asked if a conservation designation could be placed on the property to restrict hunting. Mr. Kinney noted that local municipal ordinances must be followed, which may limit hunting or firearm usage. He noted that in Minnesota, hunters must go through a safety training in order to get their hunting license.

Mr. Holtman recommended the District begin by engaging Lessard-Sams Outdoor Heritage Council and Minnesota Department of Natural Resources staff to understand the basic requirements for hunting access as LSOHC applies them, and the flexibility that exists to account for municipal hunting limitations, as well as the District's public safety, land protection and other concerns.

Manager Bakke noted the previous landowner allowed some hunting access for certain individuals, but the property wasn't open to the public then. He indicated he hopes the District can come to an understanding of how this property can be accessed safely by all.

c) Budget Workshop #4 Scheduling
[7:44 pm]

President Anderson noted the Metro MN Watersheds has a meeting scheduled the evening of July 21st which conflicts with the next CLFLWD budget workshop. There was general consensus to reschedule the budget workshop to Wednesday, July 22nd, 6-8pm.

6. Program/Project Update

a) Project Update
[7:51 pm]

Administrator Kinney presented an update on District projects that are currently in progress.

Manager Bakke noted the vision statement in the Strategic Plan reads: “We see a future of continued collaboration with our citizens and communities that improves and sustains the quality of water resources.” He said the District is working toward this vision with its initiative to collaborate with lake associations and cities on aquatic invasive species funding agreements.

7. Report of Managers

[7:55 pm]

Manager Bakke reported that he and Manager Schmaltz held the District Administrator’s second quarterly review earlier that afternoon. Manager Bakke indicated he will prepare and distribute notes to the rest of the Board. Manager Toavs indicated he will participate in the next performance review in September. Manager Schottmuller indicated he will participate in the December performance review, if he is available.

Manager Schmaltz reported that he has been in communication with lake association members and the landowner of the Willow Point property in preparation for a shoreline restoration project on the site.

President Anderson suggested the District consider a framework for Eurasian watermilfoil (EWM) management involving riparian soil testing for nitrogen levels. She asked staff to look into this and determine if nitrogen from lawns is contributing to EWM growth. Mr. Kinney indicated staff is in communication with the University of Minnesota regarding nitrogen research. President Anderson suggested this be a topic for the District’s Education & Outreach program as well.

8. Summary and Approval of Board Direction

[8:05 pm]

The following board directives were summarized:

- Mr. Kinney will forward to the managers an email regarding One Watershed One Plan listening sessions.
- President Anderson asked staff to incorporate nitrogen and Eurasian watermilfoil (EWM) control into the District’s outreach efforts and to look into EWM control methods by limiting nitrogen inputs.

9. Adjourn

a) Next regular board meeting – July 23, 2026

Manager Schottmuller moved to adjourn the meeting. Seconded by Manager Schmaltz. 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			

Dave Bakke, Secretary ____