DRAFT MINUTES OF THE REGULAR MEETING OF THE COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT
Thursday, October 22, 2026

1. Call to Order

Chair Schottmuller called the October 22, 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:
Jim Schottmuller, Vice President (virtual attendance)
Dave Bakke, Secretary (virtual attendance)
Douglas Toavs, Assistant Treasurer
Ted Hansen, Manager

Managers Absent:
Blake Roberts, Manager

Staff Present:
Mike Kinney, Administrator
Adam Hjelm, Education and Outreach Coordinator
Brad Jernberg, Business and Operations Manager
Emily Heinz, Planning Coordinator
Mike Sandager, Permitting and AIS Coordinator
Tori Philippi, Office Manager

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

2. Setting of Meeting Agenda

The topic of Section 319 Grant Funds was added to the Consent Agenda, and Letter of Support for Forest Lake Carp Tournament was added to New Business.

Manager Hansen moved to approve the agenda as amended. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain

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Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

3. Consent Agenda

a) **Regular Board Meeting Minutes – September 24, 2026**
b) **2027 Washington Conservation District Service Agreement**
c) **Section 319 Grant Funds**

Section 319 Grant Funds was moved to New Business.

Manager Toavs moved to approve the consent agenda as amended. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

4. Public Open Forum

[6:36 pm]

There were no comments.

5. Advisory Committee Updates

[6:37 pm]

Adam Hjelm reported that the Community Advisory Committee (CAC) has a new member, Mike Crepeau. He reported that the CAC also recently discussed its 2027 meeting schedule and updates on the Education & Outreach Program.

6. New Business

a) **Letter of Support for Forest Lake Carp Tournament**

[6:39 pm]

Mike Sandager reported that carp are bottom feeding invasive species that have a negative impact on lake water quality. He indicated the Forest Lake Lake Association

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is organizing a bow fishing tournament to reduce the carp population in Forest Lake, and he recommended the District provide a letter of support.

Manager Toavs moved to authorize the administrator to submit a letter of support on behalf of the CLFLWD for the Forest Lake Lake Association common carp bow tournament. Seconded by Manager Hansen.

Manager Hansen inquired about the hours of the tournament. Manager Schottmuller indicated carp fishermen typically fish late at night and use bright lights. He suggested that fishermen be provided guidance to not shine lights into residences. Mr. Sandager indicated the tournament is scheduled to run from 10 pm to 6 am. Manager Schottmuller indicated he would like to have more information on how the tournament will be run.

Manager Bakke moved to table the motion. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

b) Section 319 Grant Funds
[6:50 pm]

Administrator Kinney indicated the intent of the Section 319 Small Watersheds Focus is to provide long-term stable funding for water quality improvement work. The District is due to receive its second grant installment under this program, and the District also has an opportunity to seek additional program funding that was unspent by other program participants.

Manager Toavs moved to authorize the Administrator, on advice of counsel, to execute the Section 319 Small Watersheds Focus grant agreement. Seconded by Manager Bakke. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			

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Doug Toavs	X			

Manager Schottmuller moved to authorize the Administrator to submit a grant application to the MPCA Section 319 program for additional funds and to execute the grant agreement, on advice of counsel, if awarded. Seconded by Manager Toavs. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

7. Old Business

a) Biennial Professional Services Proposals

[6:58 pm]

Administrator Kinney indicated staff has prepared recommendations for each service area, and the Board may discuss firms individually, if desired. Manager Bakke indicated he is comfortable with the staff's recommendations.

Manager Toavs moved to authorize the Administrator on the advice of counsel to enter into service agreements with Emmons & Olivier Resources, Optima HR Solutions, North Risk Partners, Rymark IT, Blue Water Science, and Smith Partners. Seconded by Manager Hansen.

Administrator Kinney recommended the District continue to work with Ellen Hinrichs of CEO, Inc. on an as needed basis for human resources and coaching services. He indicated he is looking into shared HR services with other government organizations.

Manager Toavs amended his motion to include CEO Inc. Manager Hansen accepted the amendment. Upon a roll call vote, the amended motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

b) Comfort Lake Carp Movement Study Grant Application

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[7:02 pm]

Mike Sandager explained past carp surveys on Comfort Lake and Little Comfort Lake found populations to exceed the recommended threshold for water quality degradation, but the study's margin of error is very large. The consultant that completed the population survey recommended next steps including a carp movement study and integrated pest management plan. He noted that the MN Department of Natural Resources (DNR) opposes permanent fish barrier structures, so temporary barriers would need to be used. Emily Heinz explained the District may apply for Watershed Based Implementation Funding (WBIF) through the Lower St. Croix Watershed Partnership (LSCWP) to fund this work. Administrator Kinney noted this effort would be mutually beneficial to several organizations within the region due to the interconnectedness of the Sunrise River system and surrounding wetlands creating carp spawning habitat.

Manager Toavs moved to authorize the District Administrator to submit a grant application to the Lower St. Croix Watershed Based Implementation Funding grant and to execute the grant agreement, if awarded. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

c) 2027 Regular Board Meeting Schedule

[7:17 pm]

Administrator Kinney indicated staff prepared a new 2027 board meeting schedule per discussion at the last meeting regarding potentially shifting to the third Wednesday of the month.

Manager Toavs moved to approve the 2027 Board Meeting Schedule. Seconded by Manager Hansen.

Administrator Kinney noted Manager Roberts is not present, and staff will confirm the schedule with him.

Upon a roll call vote, the motion carried 4-0.

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Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

8. Report of Staff

a) Administrator
[7:20 pm]

Administrator Kinney reported that the annual budget review meeting with Washington County Commissioner Fran Miron occurred on October 19th and went well. He reported that construction on the Heath Avenue Iron Enhanced Sand Filter Project is set to begin in mid-November.

b) Emmons and Olivier Resources
[7:24 pm]

Dr. Wilkinson reported the East Comfort Pond project is moving along on schedule, and EOR will seek approval for remaining tasks under the project engineering scope of work.

c) Smith Partners
[7:25 pm]

Nothing to report.

9. Report of Treasurer and Approval of Bills

[7:25 pm]

Manager Toavs reported income for the period of $31,221.54 and expenses in the amount of $186,462.59.

Manager Toavs moved to accept the Treasurer's Report, transfer funds in the amount of $133,000 and pay the bills in the amount of $186,462.59. Seconded by Manager Bakke.

Manager Hansen noted the cash flow projection in the board packet and asked how much unearned grant revenue the District currently holds. Ms. Heinz noted the District's current unearned grant revenue balance is about $870,000, and the majority is associated with the Heath Avenue Iron Enhanced Sand Filter Project.

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Upon a roll call vote, the motion carried 4-0.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

10. Report of Officers and Managers

[7:28 pm]

Manager Bakke reported he attended the Washington County commissioner budget review meeting on October 19th. He noted the District's current outstanding debt balance is $3.4 million, and that paying this off should be a first priority.

Manager Hansen reported he has been learning about the District's history. He noted that the Chisago Lakes Lake Improvement District is dealing with a carp problem as well. Manager Hansen asked for a net position report anytime the District takes receipt of a land donation, such as the recent Audubon Society Shallow Pond property donation. He stated the estimated market value of that property, according to county data online, is about $18,000.

11. Summary and Approval of Board Direction

[7:33 pm]

The following board directive was recorded:

- Manager Hansen requested that staff provide a net position report when the District acquires land.

12. Adjourn

a) Next regular board meeting – November 19, 2026

Manager Bakke moved to adjourn the meeting. Seconded by Manager Hansen. Upon a roll call vote, the motion carried 4-0, and the meeting was adjourned at 7:34 p.m.

Manager	Aye	Nay	Absent	Abstain
Ted Hansen	X			
Blake Roberts			X	
Jim Schottmuller	X			
Dave Bakke	X			
Doug Toavs	X			

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Dave Bakke, Secretary _____

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