

**SPECIAL MEETING MINUTES  
OF THE  
COMFORT LAKE - FOREST LAKE  
WATERSHED DISTRICT  
Thursday, January 9<sup>th</sup>, 2014**

**1. Call to Order**

The President called the January 9<sup>th</sup>, 2014 Special Board Meeting to order at 6:30 p.m. at the Forest Lake City Offices, 220 North Lake Street, Forest Lake, Minnesota

Present: President Richard Damchik, Vice President Jackie Anderson, Secretary Wayne Moe, Treasurer Jon Spence, and Manager Stephen Schmaltz

Absent: None

Others: Amy Carolan (CLFLWD)

**2. Setting of Agenda**

The President called for the reading and approval of the January 9<sup>th</sup>, 2014 Special Board meeting agenda. The President asked if there were any changes or additions. Motion to approve the agenda as presented was made by Manager Spence and seconded by Manager Anderson. Discussion. Upon vote, the motion passed.

**3. Special Meeting Business**

**a. Review of Applications & Manager Ranking Forms - Manager Anderson & Manager Spence**

Manager Anderson and Manager Spence updated the board on their work to review and compile the application ranking forms that had been completed by each of the board managers. Manager Anderson and Manager Spence then led a discussion on which of the applicants should be selected for an interview. The board determined that it would offer interviews to the top ranked candidates who wished to proceed further in the District's hiring process.

**b. Review of Interview Schedule – Manager Anderson & Manager Spence**

Manager Anderson and Manager Spence reviewed the hiring schedule and reminded the board that interviews had been scheduled for January 15<sup>th</sup> and January 16<sup>th</sup>, 2014 beginning at 6:30PM.

**c. Review of Interview Questions – Manager Anderson & Manager Spence**

Manager Anderson and Manager Spence reviewed the list of questions that would be asked during the interview process with the full board.

**d. Discussion on Next Steps**

The board determined that Administrator Carolan and Manager Schmaltz would call references for the top candidates who would be offered an interview. Administrator Carolan and Manager Schmaltz would compile the information obtained from the references for review by the board.

**4. Adjournment**

Motion to adjourn the CLFLWD Special Board meeting at 7:51 pm was made by Manager Spence and seconded by Manager Anderson. Upon vote, the motion passed.

**Wayne S. Moe, Secretary** \_\_\_\_\_