

1                   **DRAFT MINUTES OF THE REGULAR MEETING OF THE**  
2                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                   **Thursday, August 10, 2023**

4  
5   **1. Call to Order**

6  
7   President Schmaltz called the August 10, 2023, regular board meeting to order at 6:30  
8   p.m. at the District offices at 44 Lake Street South, Suite A, Forest Lake, MN.

9  
10   **Managers Present:**

11   Steve Schmaltz, President

12   Christopher Loth, Vice President

13   Dave Bakke, Secretary (virtual attendance)

14   Jackie Anderson, Treasurer (virtual attendance)

15   Douglas Toavs, Assistant Treasurer (virtual attendance)

16  
17   **Staff Present:**

18   Mike Kinney, Administrator

19   Beth Carreño, Senior Program Manager

20   Blayne Eineichner, Project Coordinator

21   Jessica Lindemyer, Operations and Outreach Coordinator

22   Emily Heinz, Planning Coordinator

23  
24   **Others Present:**

25   Greg Graska, Emmons & Olivier Resources

26   Cecilio Olivier, Emmons & Olivier Resources

27   Chuck Holtman, Smith Partners

28  
29   **2. Setting of Meeting Agenda**

30   Manager Anderson moved to approve the agenda as presented. Seconded by Manager  
31   Toavs. Upon a roll call vote, the motion carried 5-0.

32

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

33

34

35 **3. New Business**

36  
37 **a) Permit Application 21-041 Katies Glen**

38 Greg Graska provided an overview of the permit application for a residential  
39 development in the City of Wyoming containing 39 residential lots. The permit  
40 triggers the following rules: wetland buffers, stormwater management, and erosion  
41 and sediment control. Mr. Graska indicated the proposed plans meet the District's  
42 rules, and he recommended approval with the conditions stated in the engineer's  
43 memo.

44  
45 Manager Toavs moved to approve permit application #22-041 with conditions  
46 stated in EOR's July 31, 2023, Permit Application #22-041, City of Wyoming  
47 memorandum. Seconded by Manager Anderson.

48  
49 Manager Anderson asked for a more detailed description of the wetland buffer  
50 averaging. Mr. Graska explained that the buffer requirement is a 50-foot average.  
51 The buffer width can vary as long as the minimum width is at least 25 feet. He further  
52 clarified that the stormwater ponds are built to provide rate control for a 100-year  
53 rain event and provide more than enough volume control for the 2-year rain event.  
54 Manager Bakke asked about the average lot size. Mr. Graska responded that the  
55 average lot size is about ¼ acre. He confirmed that the houses will be serviced by  
56 municipal sewer and water supply. Manager Toavs asked about drainage to Ashton  
57 Lake in the event of very large rain events. Mr. Graska explained that Ashton Lake does  
58 not have a defined outlet. Before draining to Ashton Lake, this site would drain to a  
59 handful of stormwater treatment ponds.

60  
61 Upon a roll call vote, the motion carried 5-0.

62

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

63  
64 **b) WJD 6 Wetland Restoration Solicitation of Bids**

65 President Schmaltz moved to adopt resolution 23-08-01 Approving Plans and  
66 Directing Solicitation of Bids for the WJD-6 Wetland Restoration Project. Seconded by  
67 Manager Loth.

68  
69 Administrator Kinney reported that the project is proceeding on track, and the  
70 landowner agreement is in place. The District is still in the process of obtaining all

71 permits, but staff will ensure it has all permits in hand prior to construction. Manager  
72 Bakke asked if the bid includes tree planting. Mr. Graske indicated that tamarack tree  
73 planting is included as an add alternate.  
74

75 Upon a roll call vote, the motion carried 5-0.  
76

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

77  
78 **c) FY24 Clean Water Fund Grant Applications**

79 Manager Anderson moved to direct the District Administrator to work with staff and  
80 coordinate with the District Engineer and others to develop and submit Clean Water  
81 Fund grant applications for 2024 that will benefit water resources within the Comfort  
82 Lake-Forest Lake Watershed District. Motion seconded by Manager Toavs.  
83

84 Administrator Kinney explained that staff has been in communication with  
85 landowners in preparation for two projects: agricultural best management practices  
86 and feedlot management on a farm off July Avenue, and concrete removal and  
87 shoreline restoration on a residential lot on Comfort Lake.  
88

89 Upon a roll call vote, the motion carried 5-0.  
90

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

91  
92 **d) MN Association of Watershed Districts Awards and Resolutions**

93 Administrator Kinney presented staff's proposed award nominations for this year's  
94 annual MN Watersheds conference: Sunrise River/Highway 61 Wetland Enhancement  
95 for Project of the Year, and Legacy Easement Cost-Share Program for Program of the  
96 Year. He noted the resolutions that were discussed at the last meeting. The Board  
97 concurred in the proposed submissions.  
98

99 **e) Clean Water Partnership Loan C**

100 Emily Heinz presented an overview of the changes to the Clean Water Partnership  
101 loan program including a 1.5% interest rate, \$750,000 cap on loan awards, and 7-year  
102 repayment schedule. She presented estimated interest payments and future  
103 expense-revenue projections, emphasizing that the projections are for informational  
104 purposes, and the Board will still be the ultimate decisionmaker in terms of annual  
105 budgets and levies. Manager Anderson stated that 1.5% is still a low interest rate and  
106 worth paying in order to continue utilizing the program. She indicated that the  
107 interest repayment schedule in the loan agreement is confusing and asked staff to  
108 clarify this with the MN Pollution Control Agency and District accountant. There was  
109 general consensus to refrain from authorizing loan execution for now so that staff  
110 can return to the next meeting with clarification about interest payments.

111  
112 **f) Manager Apparel**

113 Jessica Lindemyer indicated the order form is in the board packet, and managers  
114 are welcome to fill out the form if they wish to purchase apparel. Manager Anderson  
115 asked if fall jackets are available. Ms. Lindemyer said she'll bring another form  
116 forward with more options in the future.

117  
118 **4. Old Business**

119  
120 **a) Communication and Public Relations**

121 Jessica Lindemyer presented information distinguishing "education and outreach"  
122 from "public relations." She indicated that she and Beth Carreño met with a PR  
123 consultant recently to gather more information. Ms. Lindemyer presented the options  
124 provided in the memorandum including a recommendation to work with a PR  
125 consultant to engage in a campaign focused on shoreline restoration. Manager  
126 Toavs indicated the case studies in the board packet were very helpful. Manager  
127 Anderson explained that "media" can vary widely from newspapers to web media.  
128 She indicated that the "Low Salt, No Salt" campaign is a good example for the District  
129 to reference. Manager Toavs noted that the District's work was recently featured on  
130 the front page of the Chisago County Press.

131  
132 Manager Bakke asked if District staff has the capacity to do this work in-house. He  
133 referenced past outreach materials prepared by staff, indicating they are very well  
134 made and he continually uses them. Beth Carreño indicated that staff has capacity  
135 to do a lot of outreach and communications work in-house, but she recommended  
136 hiring a consultant if the Board wishes to do public relations work. She explained that  
137 outreach is different from a public relations campaign. Manager Anderson and  
138 President Schmaltz supported the idea of pursuing a shoreline PR campaign as soon  
139 as feasible. Ms. Carreño emphasized that staff will ensure media coverage will be  
140 adequately addressed when they begin working with a PR consultant.

141

142 Manager Anderson advocated for staff to retain MP+G immediately for a shoreline  
 143 campaign, and to prepare a request for proposals for a broader, longer-term effort.  
 144 Manager Loth concurred. He explained that the RFP can be a useful tool for  
 145 establishing expectations and goals. Manager Loth asked if \$30,000 is a sufficient  
 146 budget for this effort in 2024. Ms. Carreño indicated that the work can be scaled to fit  
 147 the District’s budget, and a lot can be done within a \$30,000 budget.

148  
 149 Manager Anderson moved to authorize the District Administrator to enter into an  
 150 agreement with MP+G to begin PR work this year, as budgeted, and to direct staff to  
 151 prepare an RFP for use in the winter. Seconded by Manager Loth. Upon a roll call vote,  
 152 the motion carried 5-0.  
 153

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

154  
 155 **5. Project Update**

156 Administrator Kinney indicated that the project tour of the County Road 50 Iron  
 157 Enhanced Sand Filter and Sunrise River/Highway 61 Wetland Enhancement projects is  
 158 scheduled for August 30<sup>th</sup>. He reported that the Moody Lake Capstone Project and WJD-  
 159 6 Wetland Enhancement Project are proceeding on track. Mr. Kinney explained that staff  
 160 is evaluating project alternatives in the Little Comfort Lake subwatershed. He stated that  
 161 staff recently received a positive response from a landowner in the subwatershed  
 162 regarding a potential alternative project. Manager Anderson expressed interest in  
 163 treating phosphorus loading coming from Heath Avenue. Manager Bakke asked for an  
 164 update on the Bone Lake South property acquisition. Mr. Kinney indicated staff received  
 165 an appraisal a few days ago and is currently reviewing the report. He expects to be able  
 166 to move forward with this information soon.

167  
 168 **6. Summary and Approval of Board Direction**

- 169 • Staff will check with MPCA and Redpath regarding the Clean Water Partnership  
 170 Loan interest repayment schedule.
- 171 • Staff will bring forward order forms and information for a broader range of  
 172 apparel.

173  
 174 **7. Adjourn**

- 175
- 176 **a) Next regular board meeting – August 24, 2023**
- 177

178 Manager Anderson moved to adjourn the meeting. Seconded by Manager Loth. Upon  
179 a roll call vote, the motion carried 5-0, and the meeting was adjourned at 8:21 p.m.  
180

Manager	Aye	Nay	Absent	Abstain
Dave Bakke	X			
Christopher Loth	X			
Doug Toavs	X			
Jackie Anderson	X			
Stephen Schmaltz	X			

181  
182 Dave Bakke, Secretary -----

DRAFT