

1                                   **MINUTES OF THE SPECIAL MEETING OF THE**  
2                                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                                   **Tuesday, September 5, 2023**  
4

5   **1. Call to Order**  
6

7           President Schmaltz called the September 5, 2023 special board meeting to order at 5:00  
8           p.m. at the CLFLWD office at 44 Lake Street South, Forest Lake, MN and via online video  
9           conference.  
10

11           **Managers Present:**

12           Steve Schmaltz, President  
13           Christopher Loth, Vice President (virtual attendance)  
14           Dave Bakke, Secretary (virtual attendance)  
15           Jackie Anderson, Treasurer (virtual attendance)  
16           Douglas Toavs, Assistant Treasurer  
17

18           **Staff Present:**

19           Mike Kinney, Administrator  
20           Jessica Lindemyer, Education & Outreach Coordinator  
21           Emily Heinz, Planning Coordinator  
22

23   **2. 2024 Budget Workshop**

24           Administrator Kinney introduced the office space as an element of the budget  
25           discussion. He provided a list of pros and cons related to leasing the additional space in  
26           Suite C at 44 Lake Street South.  
27

28           President Schmaltz explained that he met with Manager Anderson and Administrator  
29           Kinney last week to go over Manager Anderson’s requested budget revisions, as detailed  
30           in her memorandum. He explained that the three of them came to a consensus on a  
31           shortened list of recommended changes. President Schmaltz and Administrator Kinney  
32           subsequently worked with Emily Heinz to prepare a revised draft budget. This draft  
33           incorporates some of Manager Anderson’s requested expense line items, resulting in an  
34           additional \$155,536 in expenditures. This draft includes a levy increase of 6%. This draft  
35           does not adjust grant revenues. Budget line items that were revised include:  
36

- 37           1. 1001 Board Administration: +\$4,000 for manager expenses/training
- 38           2. 1002 Office Expenses: +\$46,536 for office renovations/improvements
- 39           3. 1004 Professional Services: +\$30,000 for salary survey and building design  
40           consultant
- 41           4. 3009 Grant Research: +\$15,000 for grant research assistance
- 42           5. 3011 AIS: +\$10,000 for rapid response, Moody AIS mgmt., Comfort AIS mgmt.

43 6. 5100 Floodplain: +\$50,000 for floodplain/greenway implementation

44  
45 Ms. Heinz presented a list of in-progress and future grants. She recommended the Board  
46 consider risks associated with budgeting for revenues that are uncertain. Manager  
47 Toavs indicated he is in favor of the recommended approach to incorporate grant  
48 revenues, and associated expenditures, into the budget once the grant award is certain.  
49 In the meantime, uncertain grants can be tracked and displayed as part of the budget  
50 packet in order to demonstrate to the public that the District is in fact seeking several  
51 grants. Manager Anderson indicated she disagreed with this approach, and she wishes  
52 to see grant revenues increased. She indicated that the District should be seeking  
53 multiple grants for each project from different sources so that the match portion for one  
54 grant can be funded by a second grant.

55  
56 President Schmaltz noted that the District can certify a draft levy on September 15<sup>th</sup> and  
57 consider lowering it and re-certifying a final levy in December. The District can lower the  
58 levy, but it cannot raise the levy compared to the amount certified in September. He  
59 recommended that the Board certify a draft levy that is 6% higher than the 2023 levy. He  
60 recommended that Manager Anderson meet with staff to discuss her proposed grant  
61 revenues in the meantime. He suggested the Board may consider certifying a final levy  
62 of a lower amount in December if the grants prove to be reliable.

63  
64 Managers, in turn, offered their present positions on the amount of 2024 levy increase  
65 and total levy, as follows:

66

Manager	Proposed Increase	Total 2024 Levy
Anderson	0%	\$1,622,500
Bakke	3%	\$1,671,175
Loth	6%	\$1,719,850
Schmaltz	6%	\$1,719,850
Toavs	6%	\$1,719,850

67  
68 Administrator Kinney presented the pros and cons associated with leasing the  
69 additional second floor office space in Suite C. Pros include additional administrative  
70 storage, additional enclosed office spaces, an additional restroom, and an additional  
71 private conference room. Cons include additional cost of \$20,000/year for the lease, site  
72 is not ADA accessible and public meetings cannot be held there, not ideal for equipment  
73 storage due to stairs, not connected to Suite A, additional unknown costs associated  
74 with phone/internet/printer technology.

75  
76 Manager Anderson indicated that she favors leasing the additional space. The  
77 remaining four managers do not favor doing so.

79 **3. Adjourn**

80

81

**a) Next regular board meeting – September 14, 2023, 6:30**

82

83

Manager Anderson moved to adjourn the meeting. Seconded by Manager Toavs.

84

Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 6:35

85

p.m.

86

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

87

88

Dave Bakke, Secretary -----