

1                   **DRAFT MINUTES OF THE SPECIAL MEETING OF THE**  
2                   **COMFORT LAKE–FOREST LAKE WATERSHED DISTRICT**  
3                   **Tuesday, January 23, 2024**

4  
5 **1. Call to Order**

6  
7 President Schmaltz called the January 23, 2024, special board meeting to order at 3:06  
8 p.m. at the Washington County Hardwood Creek Library, 19955 Forest Rd N, Forest Lake,  
9 MN 55025.

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11 **Managers Present:**

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

17  
18 **Staff Present:**

19 Mike Kinney, Administrator  
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22 **2. Administrator Review**

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24 President Schmaltz thanked all the managers for being able to attend this special  
25 meeting. He stated the objective of the meeting and confirmed that all the managers  
26 had the materials that were previously emailed out.

27  
28 Manager Schmaltz moved to convene in a closed session to discuss the administrator  
29 performance review. Seconded by Manager Toavs. Mr. Kinney affirmed that he did not  
30 wish the discussion to be held in an open meeting. Upon a roll call vote, the motion  
31 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 The board reconvened in open session. President Schmaltz remarked that the Board  
35 had reviewed last year’s SMART goals for Administrator Kinney. The Board decided to  
36 provide additional individual input on each of the goals. This input would be sent to

37 President Schmaltz for him to put into a summary review document for further  
38 discussion by the Board at a future meeting.

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42 **3. Adjourn**

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**a) Next regular board meeting – January 25, 2024, 6:30 pm**

46 Manager Schmaltz moved to adjourn the meeting. Seconded by Manager Anderson.  
47 Upon a roll call vote, the motion carried 5-0, and the meeting was adjourned at 4:46  
48 p.m.

49

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

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Dave Bakke, Secretary -----