

**Clear Lake/Clearwater Sewer Authority**  
**Special Meeting Minutes**  
**December 11, 2025**

**1. CALL TO ORDER; ROLL CALL**

Chair Goenner called the meeting to order at 5:30 p.m. at Clear Lake City Hall.

Present: Chair Goenner, Vice Chair Lawrence, Members Nelson, Plaggersmans, and Everett.

Absent: None.

Staff Present: Director Smythe.

Guests Present: None.

A quorum was declared present.

**2. CONSIDER OPTIONS FOR PAID LEAVE PROGRAM**

- Smythe explained the items related to the Mn Paid Family Leave program that require board input.
- **MOTION** by Everett to have Sewer Authority cover 100% of premiums for staff and the board, seconded by Lawrence, all voted aye. **MOTION CARRIED.**
- **MOTION** by Lawrence to allow use of Mn Paid Family Leave in 15 minute increments, seconded by Everett, all voted aye. **MOTION CARRIED.**
- **MOTION** by Lawrence to not allow supplemental “top-off” benefits, seconded by Everett, all voted aye. **MOTION CARRIED.**
- Board consensus to allow use of extended leave under same terms as regular Paid Family Leave.

**3. CONSIDER OPTIONS FOR VACANCY – CHIEF PLANT OPERATOR**

- Members discussed alternatives for replacing the class A operator position at the plant and the hours needed. There were concerns that MPCA may require a minimum of 6 hours per week. Smythe presented two quotes and noted a third company that was willing to quote for the position if needed. Members suggested a couple of other options. Member Lawrence pointed out that there was an immediate need and that we were not likely to get a more experienced and less expensive option than keeping Forsell on a part-time basis for the reporting needs that require a class-A operator.
- **MOTION** by Lawrence to accept proposal from Forsell for a part-time position at \$1,680 per month, contact MPCA to verify the hours needed, and cap Forsell’s salary at up to \$3,500 per month if more hours are needed, without a time limit on the position. **MOTION** seconded by Everett, all voted aye. **MOTION CARRIED.**
- **MOTION** by Lawrence to post the full-time chief operator position being vacated by Forsell using the salary range from the approved step-scale, seconded by Everett, all voted aye. **MOTION CARRIED.**
- Members Goenner and Nelson offered to sit on an interview panel with Smythe.
- Members would like Kirchenbauer to work regular hours from 7:00 am to 3:30 pm and check in with Smythe at the end of the day for safety reasons until the second position is filled.

**4. ADJOURN**

**MOTION** to adjourn by Lawrence, seconded by Nelson, all voted aye. **MOTION CARRIED.** Meeting adjourned at 6:13 p.m.

**ATTEST:**

**APPROVED:**

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Annita M. Smythe, Director

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Tim Goenner, Chair