**Moose Lake-Windemere Area Sanitary Sewer District**

**Special Organizational Meeting Minutes**

**Approved January 20, 2016**

**5:30 p.m. @ MLWSSD Office**

1. The Special Organizational Meeting was called to order at 5:35 p.m. by Executive Director Darla Hall at the MLWSSD office. Members present were: Cliff Koski, Eric Nielsen, Henry Gretsfeld and Byron Kuster. Treasurer Joan Strandlie was absent from the meeting. Also present were: Executive Director Darla Hall, Superintendent Keith Newman.

2. Agenda: Motion by Gretsfeld second by Koski to approve the agenda as written. Motion carried 4/0.

3. Nominate and Vote for Chair, Vice Chair and Treasurer: Motion was made by Gretsfeld second by Koski to go with a white ballot. There being no objections or changes the motion carried 4/0. All officers to remain the same for 2016 which are Byron Kuster Chairman, Cliff Koski Vice-Chairman and Treasurer, Joan Strandlie.

Chairman Kuster took over the meeting.

4. Select: Legal Paper, Bank, Legal Counsel, Auditor and Engineer. Motion was made by Koski second by Gretsfeld to continue with the same legal paper, bank, legal counsel, auditor and engineer for 2016. Motion carried 4/0. Legal Paper will remain as Star Gazette, Bank will remain as First National, Legal Counsel will remain as Mary Frances Skala – Fryberger, Buchanan, Smith & Fredrick, and Auditor will remain Deborah Medlin, Wipfli, LLP and Engineering Firm, Kelly Yahnke, Bolton & Menk.

5. Resolution #108-16 Authorizing Line of Credit: Motion was made by Nielsen second by Koski to approve Resolution #108-16 authorizing a $50,000 line of credit to be established at First National Bank of Moose Lake. This Resolution replaces the line of credit that was put into place in 2015 and the rate will be at 5%. Motion carried 4/0. Certificate of Debt was signed for the bank and Hall will send the completed documents to the bank to have on file.

6. Signing of New Signature Cards - There being no changes in Officers for 2016, no new signature cards were needed to be signed. Those on the 2012 signature cards remain in effect.

7. Update MN Warn Contact Information for 2016 – Contact information remains as Chairman Byron Kuster, Superintendent Keith Newman, and Executive Director Darla Hall.

8. Directors Performance Review: Performance review of Executive Director Hall was reviewed. Motion was made by Gretsfeld second by Koski providing a .4% cost of living increase and a 2% performance increase for Director Hall effective February 2016. Motion carried 4/0.

9. Set Regular Meeting Dates and Times: It was decided to start the District Board Meetings earlier in the summer months and to change the time for regular meetings during the winter months. That being said a motion was made by Nielsen second by Gretsfeld to have the June, July and August Sewer District Meetings start at 4:00 p.m. All other months in the year will begin at 5:30 p.m. Meetings will continue to be held on the 3rd Wednesday of the month at the District Offices. Motion carried 4/0. Hall to post proper notice.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Koski to adjourn the meeting. The motion carried 4/0 and the meeting adjourned at 5:48 p.m.

Minutes by Darla Hall, Executive Director