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

**Special Organizational Meeting Minutes**

**Approved January 18, 2017**

**5:00 p.m. @ MLWSSD Office**

1. The Special Organizational Meeting was called to order at 5:00 p.m. by Executive Director Darla Hall at the MLWSSD office. Members present were: Cliff Koski, Eric Nielsen, Henry Gretsfeld, Byron Kuster and Clair Strandlie. Also present were: Executive Director Darla Hall. Superintendent Keith Newman was absent from the meeting.

2. Agenda: Motion by Gretsfeld second by Koski to approve the agenda as written. Motion carried 5/0.

3. Nominate and Vote for Chair, Vice Chair and Treasurer: Motion was made by Gretsfeld second by Koski to go with a white paper ballot. There being no objections or changes the motion carried 5/0. All officers to remain the same for 2017 which are Byron Kuster Chairman, Cliff Koski Vice-Chairman and Treasurer, Eric Nielsen, who was appointed in October 2016.

Chairman Kuster took over the meeting.

4. Select: Legal Paper, Bank, Legal Counsel, Auditor and Engineer. Motion was made by Gretsfeld second by Koski to go with a white paper ballot with the legal paper, bank, legal counsel, auditor and engineer for 2017. Motion carried 5/0. 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 #109-17 Authorizing Line of Credit: Motion was made by Strandlie second by Nielsen to approve Resolution #109-17 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 2016 and the rate will be at 5%. Motion carried 5/0. 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 2017, no new signature cards were needed to be signed. Those on the 2016 signature cards remain in effect.

7. Update MN Warn Contact Information for 2017 – Contact information remains as Chairman Byron Kuster, Superintendent Keith Newman, and Executive Director Darla Hall. Hall updated electronically.

8. Directors Performance Review: Performance review of Executive Director Hall was prepared by Chairman Kuster and is being sent to other board members for review. To be discussed next month.

9. Set Regular Meeting Dates and Times: Motion was made by Gretsfeld second by Koski to have meetings continue to be held on the 3rd Wednesday of the month at the District Offices however, all meetings will be held at 5:30 p.m. rather than earlier meeting time in the summer months. Motion carried 5/0. Hall to post proper notice.

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

Minutes by Darla Hall, Executive Director