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

**Approved Regular Meeting Minutes**

 **July19, 2017**

**@MLWSSD Office**

1. The regular meeting of the MLWSSD was called to order on July 19, 2017 at 5:30 p.m. by Chairman Byron Kuster. Those in attendance included: Byron Kuster, Clifford Koski, Eric Nielsen, Clair Strandlie and Henry Gretsfeld. Also in attendance were Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Director Hall asked that item d. Tim Ryden Parcel and e. Lemp-Nelson Property Pine Grove Lane be added to her report. Chairman Kuster asked that the WLSSD Sump Pump and Lateral Line Ordinance be added to New Business. Motion by Strandlie second by Koski to approve the agenda as amended. Motion carried 5/0.

3. Guest: None Scheduled

4. Approval of Minutes: Strandlie noted that on page 2, Supervisor Steve Aldrin is a Moose Lake Supervisor and not Windemere. Kuster asked for a clarification on the Monitoring Manhole Agreement. Motion was then made by Strandlie second by Gretsfeld to approve the June 21, 2017, Regular Meeting Minutes of the MLWSSD as corrected. Motion carried 5/0.

5. Executive Directors Report:

 a. Agreement with City of Moose Lake – Approval - Tabled, waiting on final draft from attorney.

 b. Sale of Monitoring Manhole Agreement – Approval – Tabled until Agreement is ready for approval.

 c. Parcel 63-022-3580 – Special Assessment Issue w/parcel: The District has been approached by the owners of Ted Pihlman Estate of parcel 63-022-3580 which is an approximate 9 acre lot located in the vicinity of Sand Lake Road, Oak Drive and a small section of lots once referred to as Surelok Homes. The District sewer line runs thru the property and the owners of the estate are looking to divide the parcel into three separate tracts which would all have access to our sewer line. Hall noted in looking into information about the parcel and in accordance with letter between the attorney’s the amount charged on this parcel for a special assessment was $5,500 which was determined by our staff to be an assessment of $1100 and (4) additional stubs, however there are no stubs located on this parcel. There are several parcels located in the Surelok Homes area that have stubs, but no record of an assessment ever being paid on them. In accordance with our policy, when a parcel splits, the special assessment stays with the original parcel and the newly created parcels would be charged the then current hookup fee when they connect. Board discussed several option one being splitting the $5500 between the parcels or having the amount remain with the original parcel and refunding the balance back to the estate. The special assessment for connecting was $2,900 a parcel. After much discussion a motion was made by Gretsfeld second by Koski to refund the Pihlman Estate $2,600 on the original parcel 63-022-3580. Motion carried 5/0. This will allow that parcel to connect to the system in the future. The newly created parcels would then be charged the current connection fee when they connect. The Surelok Home parcels will need to pay a connection fee when they connect as no special assessment was ever recorded on those lots.

 d. Parcel 63-230-0080 - Tim Ryden: Hall noted that Tim Ryden has purchased parcel 63-230-0080 which was originally owned by Robert Sikich. The area is known as North Bay and has four lots located on Sand Lake Road. The sewer line runs in front of the property. Newman noted that the main is anywhere from fifteen to twenty feet deep and also noted that there is a crushed pipe in same location that needs repair somewhere near manhole A7. Board discussed Ryden’s options for connecting. Board discussed a possible line extension or variance on the property for on-site system. It was noted this would not be considered an extension and sewer is available to the property. Board directed Hall to send a letter to Tim Ryden indicating that the sewer line is available but that he would need to have an engineer design specifications for the project and the District engineer would need to approve the design before connecting to the system. In addition the line is located in a black top roadway and parcel owner would need to get written approval from Moose Lake Township before digging into the road. It was suggested that since Sikich owned the property and divided it perhaps the owner may want to work with him as the developer on providing an easement and installing a manhole for connection. Hall to work with Keith on sending a letter.

 e. Lemp-Nelson Property Pine Grove Lane - Hall noted she had been approached by the Nelson’s regarding their parcel on Pine Grove Lane. They would like to connect a bunkhouse to the system and questioned what it would cost. Hall informed them it would be another user fee per month on the building. In accordance with our ordinance they would need to connect directly to the main, however, Newman noted the main is approximately 15 to 20 feet deep in this area. After much discussion Hall was directed to send a letter to the Nelson property owners informing that they could add the bunk house but that it would result in an extra user fee and they would be required to put in a manhole to connect to rather than directly to the main due to the main being so deep in this area. Gretsfeld noted the work must be done by a licensed plumber as well. Hall to notify the Lemp-Nelson Trust.

6. Superintendents Report: See written report as prepared by Keith Newman. Newman reported he had trouble at Station E as it was only getting 120 volts and not 240 that is required. MN power came out and repaired.

Keith noted that John Menk (33-5953-000) was doing some landscape work on Lords Lake Road. The District has an easement between his residence and neighbor Chard Messjedic (33-5952-000). Keith to stop by and work with the two neighbors to look over the current state of the easement. It has become overgrown with trees and now that Menk’s lot has a home on it the District will need to use our easement and create an approach. Straighline will be out to flag the easement. Work to be done yet this year if possible. It was noted the easement language was found in the office but not recorded at the County. Hall to look into further on getting it recorded.

Permits were issued to Tim Gobel of Gobel Aggregate for a lateral line root intrusion repair out at the Moose Lake Golf Course. Permit issued to Dale Sandberg for repairs at Sand Lake Resort.

 7. Treasurers Report: Treasurer Nielsen reviewed the balance sheet and profit and loss statement with the Board. Nielsen had been in and reviewed the bank statements and reconciliation and found the books to be in order. The balance in checking on June 30, 2017 was $880.79. The claims list for today includes three EFT payments for payroll tax as well as check numbers 11420 thru 11436 for a total amount of $54,427.72. Nielsen noted the checks include a debt service payment to the City of Moose Lake as well as treatment fees for 2nd quarter. Nielsen also provided the Board with a Mid-Year Financial Review which consolidates profit and loss for comparative purposes for June of 2017 and June of 2016 YTD. Motion was made by Gretsfeld second by Strandlie to approve the treasurer’s report as presented as well as payment of claims in the amount of $54,427.72 which include three EFT payments and check numbers 11420 thru 11436. Motion carried 5/0. Hall to get Nielsen a copy of the current depreciation schedule as prepared by Wipfli.

8. Old Business

 a. Flow Numbers: Average flow for the 2nd quarter of 2017 was 75,696 gallons per day.

9. New Business:

 a. WLSSD Sump Pump and Lateral Line Ordinance: Chairman Kuster brought an article from the Duluth News to the meeting which indicated that WLSSD created an Ordinance which requires all municipalities to require a point of sale inspection of the sewer laterals, sump pump and foundation drains of homes connected to the sewer system to ensure they do not leak rainwater into the sewer system. Kuster questioned if this should be something the District should put in place. After much discussion it was decided to have Hall look into it further with the attorney. If it is possible to establish the ordinance, the counties would be required to enforce the ordinance on the homes within the District. Hall to bring back further information.

10. Adjourn: There being no further business to discuss a motion was made by Gretsfeld second by Strandlie to adjourn the meeting. The motion carried and the meeting adjourned at 7:35 p.m.

Minutes by Darla Hall, Executive Director