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

**Special Organizational Approved Meeting Minutes**

**January 16, 2019**

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

1. The Special Organizational Meeting was called to order at 5:05 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 and Superintendent Keith Newman.

2. Agenda: Director Hall noted that the Auditor for Wipfli should be Tim Bradshaw. Strandlie noted that the attorney should be Mia Thibodeau for Fryberger, Buchanan, Smith and Fredrick. Motion by Strandlie second by Koski to approve the agenda as corrected. Motion carried 5/0.

3. Nominate and Vote for Chair, Vice Chair and Treasurer: Motion was made by Strandlie second by Gretsfeld to keep the positions of Chairman, Vice Chairman and Treasurer with the same individuals as last year. There being no objections or changes the motion carried 5/0. All officers to remain the same for 2019 which are Byron Kuster Chairman, Cliff Koski Vice-Chairman and Treasurer, Eric Nielsen. Chairman Kuster took over the meeting.

4. Select: Legal Paper, Bank, Legal Counsel, Auditor and Engineer. Motion was made by Gretsfeld second by Strandlie to go with a white paper ballot with the legal paper, bank, legal counsel, auditor and engineer for 2019. Motion carried 5/0. Legal Paper will remain as Star Gazette, Bank will remain as First National, Legal Counsel will remain as Mia Thibodeau – Fryberger, Buchanan, Smith & Fredrick, and Auditor will remain Tim Bradshaw, Wipfli, LLP and Engineering Firm, Kelly Yahnke, Bolton & Menk.

5. Signing of New Signature Cards - There being no changes in Officers for 2019, no new signature cards were needed to be signed. Those on the 2016 signature cards remain in effect.

6. Update MN Warn Contact Information for 2018 – Contact information remains as Chairman Byron Kuster, Superintendent Keith Newman, and Executive Director Darla Hall. Hall updated electronically.

7. Directors Performance Review: Chairman Kuster commented that he had not gotten the performance review done yet as of today’s meeting. Director Hall asked that no Performance Review be done for her this year. She noted that she still has some items to complete with organization of files etc, from last year’s review.

8. Set Regular Meeting Dates and Times: Motion was made by Koski second by Strandlie to have meetings continue to be held on the 3rd Wednesday of the month at the District Offices with the meeting start time of 5:30 p.m. 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 5:15 p.m.

Minutes by Darla Hall, Executive Director