**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**December 21, 2022**

**@ MLWSSD Office**

1. Vice- Chairman Strandlie called the meeting to order at 5:30 p.m. Those members in attendance included: Clair Strandlie, Eric Nielsen, Bruce Lourey and Henry Gretsfeld. Executive Director Darla Hall was also in attendance. Superintendent Keith Newman and Chairman Kuster were absent from the meeting.

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

3. Guests: - None scheduled.

4. Approval of the Minutes:

 a. Regular Meeting Minutes November 16, 2022: Board reviewed the minutes of the November meeting. Motion was made by Gretsfeld second by Lourey to approve the MLWSSD Regular Meeting Minutes of November 16, 2022 as written. Motion carried 4/0.

5. Executive Directors Report:

 a. City of Moose Lake Outstanding Overage Charges: Director Hall stated that Lourey, Kuster and Hall had met with the City of Moose Lake earlier in the month to review the flow numbers and discuss calibration and overages. The City had First Systems Technologies calibrate the flume meter in late October with Kuster and Lourey attending. It was decided after that calibration that the District should look into our lift stations to ensure the controllers are recording properly against the manual calculation of flows. Committee members discussed the District’s Lift Station #1 and Kenwood LS and agreed to have Minnesota Rural Water send a representative out to manually calculate the flows at those stations. Superintendent Newman is scheduling that with MRWA. The City of Moose Lake sent the water meter readings to the District for the homes in Kenwood and South Town. Kuster and Lourey are looking into those numbers to determine how they compare with the average flow per home. In light of the District having MN Rural Water come to manually calculate the flow stations and the fact that the City and the District are working together to come to a resolution, the Committee agreed to release the overage payments to the City of Moose Lake. Committee members will meet with the City of Moose Lake again once more information becomes available with the lift stations.

 b. Resolution Connection Fee #111-22. As discussed at the Board Meeting in November, Director Hall presented Resolution #111-22. Director Hall reported at the last meeting the Board discussed drafting a new resolution indicating that any building with running water would be required to pay a connection fee and user fee. This would clear up the confusion and eliminate deciding whether a unit is a living dwelling unit or not. In addition the resolution would cover multi-dwelling unit complexes that have running water. Currently the District has Resolution #106 ( Adopted September 2014) in place which indicates a connection fee is to be paid on any detached structure on the same or an adjacent parcel that includes plumbing and could be construed a dwelling unit. Hall worked with attorney Matt Hanka on drafting the new resolution. The new Resolution was discussed as many homes are now adding vacation rentals to their properties. The District would have no way of determining if a person originally had a garage with running water and a bathroom installed and it was converted to a vacation rental. Hall reported by adopting the new resolution it would eliminate the confusion and catch those homes that decide later to turn a garage into more of a dwelling use. Board reviewed the language as presented in Resolution #111-22. A few minor changes were suggested to the language and it was decided to table adoption of the Resolution until the January meeting of the District since the Chairman was absent. Lourey also suggested the District may want to wait until the District has a chance to look at what Windemere Zoning is adopting with respect to vacation rentals.

 c. Set Organizational Meeting for January: Motion was made by Nielsen second by Lourey to hold the Organizational Meeting for the District on January 18, 2023 at 5:00 p.m. with the regular meeting immediately following. Motion carried 4/0. Hall to post and publish notice.

 d. Engagement Letter for 2022 Audit – Wipfli – Tabled

6. Superintendents Report: See written report as provided by Superintendent Keith Newman. Keith worked with point of sale for Cara Springer, 4841 Oak Drive. The televising shows a root mass in lateral but homeowner has not had any problems to date. Keith remembered back to when this service was connected to the main and the stub was located near a MPL transformer which ended up in the trench and put the power out to the neighborhood. With this in mind the contractors are hesitant to dig especially as we enter deep winter. As an option, Northland lining was contacted to see if they would be able to remove the roots and line the pipe. Hall reported that in talking with the realtor the sale has fell thru and the property is back on the market.

Keith reported on the winter blizzard on December 15, 2022. Most of the stations and areas were without power for up to five days. Trees were down which created difficulty plowing to stations at times. Coffee Lake Lift operated on and off with the generator. Keith contacted Mikes Sanitation for pumping down stations to prevent backups however; Mike was unable to get his equipment out until December 17th  due to roads not plowed. Keith also contacted Robbins Septic but they were unavailable, as well as Aardvark but they did not return his call until December 21st. When Mikes Sanitation was able to get out, Keith worked with them drafting water and shuttling from down stations to prevent backups. Due to the storm and services not being able to get in to help Keith suggested the District may want to consider purchasing a mobile generator for the future which would have allowed him to move from station to station. He reported that the District had one years ago but they got rid of it due to storage costs, etc. In addition Keith reported that the tree’s need to be removed or trimmed at a minimum on Pine Crest Road. It is a private road, and the owner doesn’t really care but we need to utilize the road and questioned if it is possible to have this road cleaned up by the District.

Permits Issued - None

Certificate of Compliance – None

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and financial statements for the month of November. Nielsen had been in to review the bank reconciliation and statements and found the books to be in order. Balance in checking on November 30, 2022 was $33,152.76. Claims submitted today include two EFT payments for payroll tax, one EFT payment for the payroll update as well as check numbers 12524 thru 12541 for a total amount of $13,322.95. Hall reported that the claims today include the overage charges to the City of Moose Lake in the amount of $2,955.82 which is for the months of May thru October 2022. Motion was made by Lourey second by Gretsfeld to approve the Treasurers Report and payment of claims to include three EFT payments as well as check numbers 12524 thru 12541 for a total amount of $13,322.95. Motion carried 4/0.

1. CD coming due Northwoods Credit Union: Treasurer Eric Nielsen provided the following information regarding cashing in CD’s and reinvesting for a better rate:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CD Rates:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **FNB** |  |  |  |  |  |  |  |
| 2 year 4.00% |  |  |  |  |  |  |
| 3 year 3.75% |  |  |  |  |  |  |
| 5 year 3.50% |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Member's Credit Union** |  |  |  |  |  |  |
| 26 month 4.10% |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Northview** |  |  |  |  |  |  |
| 13 month 4.0% | If we redeem current CD in January, the fee is $2,020. Recoup that in 2 months. |  |
|  |  |  |  |  |  |  |  |
| Online banks as high as 4.5%, but limited to individuals or business applications at branch locations only. |  |  |
|   |   |   |   |   |   |  |  |
|  |  |  |  |  |  |  |  |
| **Current** |  |  |  |  |  |  |  |
|  | Bank | Mature Date | Rate | Amount | Redeem |  |  |
|  | Northwoods | December-22 | 2.85% | $27,000 | Yes |  | $769.50 |
|  | FNB | February-23 | 0.50% | $238,421 | Yes |  | $1,192.11 |
|  | FNB | February-23 | 2.00% | $316,923 | Yes |  | $6,338.46 |
|  | Northview | August-23 | 1.00% | $402,999 | Yes |  | $4,029.99 |
|  | Northwoods | July-24 | 3.10% | $200,000 | No |  | $6,200.00 |
|  | FNB | March-25 | 3.00% | $461,101 | No |  | $13,833.03 |
|  |  |  |  |  |  |  |  |
|  | Money Market |   | 0.30% | $199,069 | $164,232  |  | $597.21 |
|  | Checking |   | 0.00% | $33,278 |  |  | $0.00 |
|  |  |  |  |  |  |  |  |
|  | Total |   |   | $1,878,791 |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Current annual interest income: | $32,960.29 |  |  |  |  |
|   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
| **Proposed** |  |  |  |  |  |  |  |
|  | Bank | Mature Date | Rate | Amount | Current/New |  |  |
|  | Northview | February-24 | 4.10% | $402,999 | New |  | $16,522.96 |
|  | Northwoods | July-24 | 3.10% | $200,000 | Current |  | $6,200.00 |
|  | FNB | February-25 | 4.00% | $250,000 | New |  | $10,000.00 |
|  | FNB | March-25 | 3.00% | $457,677 | Current |  | $13,730.31 |
|  | FNB | February-26 | 3.75% | $250,000 | New |  | $9,375.00 |
|  | FNB | February-28 | 3.50% | $250,000 | New |  | $8,750.00 |
|  |  |  |  |  |  |  |  |
|  | Money Market |   | 0.30% | $34,837 |  |  | $104.51 |
|  | Checking |   | 0.00% | $33,278 |  |  | $0.00 |
|  |  |  |  |  |  |  |  |
|  | Total |   |   | $1,878,791 |  |  |  |
|  |  |  |  |  |  |  |  |
|  | New annual interest income: | $64,682.78 |  |  |  |  |

Motion was made by Lourey second by Gretsfeld to cash in the following CD’s: Northwoods Credit Union CD coming due 12/2022 in the amount of $27,000, Northview Bank CD due 8/2023 in the amount of $402,999 est., FNB CD due 2/2023 in the amount of $238,421 est.

FNB CD due 2/2023 in the amount of $316,923 est. Motion carried 4/0.

From the proceeds of the cashed in CD’s as well as funds from the money market, a motion was made by Lourey second by Gretsfeld to take out the following CD’s at First National Bank: $400,000 at the rate of 4.00% maturing February 2025, $400,000 at the rate of 3.75% maturing February 2026 and $350,000 at the rate of 3.50% maturing February2028. Motion carried 4/0.

8. Old Business

 a. Flow Numbers – No flow numbers to report.

 b. Ordinance/Policy Procedure Manual/By-Laws- Tabled

9. New Business: None

10. Adjourn: Motion was made by Gretsfeld second by Lourey to adjourn the meeting. The motion carried and the meeting adjourned at 6:40 p.m.

Minutes by Darla Hall, Executive Director