

Moose Lake Windemere Area Sanitary Sewer District
Approved Regular Meeting Minutes
Wednesday, August 20, 2025
@MLWSSD Office

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 5:32 p.m. Members present included: Chair Byron Kuster, Vice Chair Paula Engstrom, Steve Aldrin, and Clair Strandlie. Others present included: Erin Lambert, Henry Gretsfield, Jill Meuller, Superintendent Brett Collier, Water Control LLC and Executive Director Brian Fritsinger, Fritsinger Management Services, LLC.
2. Approval of Agenda: Kuster asked that Item 5a be moved up to Item 4, Chairman Update, be added as item 9b and that the minutes wait until after Item 5a is completed. Motion made by Engstrom second by Strandlie to approve the agenda as amended. Motion carried 4/0.
3. Pending Sale of Sun Bay (Ordinance #3) – Henry Gretsfield and Erin Lambert – Kuster summarized that Sun Bay LLC has a purchase agreement to buy the park and campground from Henry Gretsfield. Ordinance #3 has required a point of sale and lateral line inspections since 2021. The Ordinance was reviewed. Discussion regarding a possible time extension and or escrow of funds for repairs being given as the sale is proposed to close on August 29.

Gretsfield noted that the main line currently runs underneath all of the mobile homes. 24 homes are affected by this location and making repairs and inspections is difficult. All connections into the lateral lines are also under these homes. The main line is owned by Sun Bay LLC. Discussion regarding the concept of smoke testing took place. Kuster noted that smoke testing has not been used by the District to meet the requirements of Ordinance #3.

Lambert indicated that they would be looking for an extension on the timelines due to the challenges in completing the inspections and repairs prior to closing.

Collier questioned the age of the line under the homes and Gretsfield indicated older than 38 years and it is a PVC pipe. Gretsfield also noted the main is most likely about 6 feet underground while the laterals are about 4 feet deep. Discussion then took place regarding the lack of cleanouts and the need to find any and all I & I due to the challenges with the moratorium with the City on new connections.

Collier asked if the main can be televised and accessed through the manholes? Discussion continued regarding the location of the lines and depth of the lines. Ms. Lambert noted that the manufactured homes are privately owned but the land underneath them is owned by Sun Bay LLC. Technically manufactured/mobile homes are not buildings so does that help get around the issue? Sun Bay LLC would be responsible to fix/connect any issues underground. Above ground is the responsibility of the manufactured/mobile home owner.

Collier noted that smoke testing would not show much in terms of results. He prefers televising of the manholes/trunk line. He is not as concerned about the laterals. He reminded those in

attendance that he reviews the footage after the plumber does the inspection and repairs. Kuster questioned if the trunk line was televised along with the use of smoke testing. Collier responded that he prefers televising to smoke testing. Discussion and questions then took place regarding the Point of Sale requirements of the District and the difference between the property ownership, manufactured home ownership under Minnesota Statute 327 and how the District's ordinance has or has not been followed with sales of manufactured/mobile homes.

The Board discussed the possible need to create a new and separate form for commercial properties as the existing form does appear to work for individual sales on manufactured/mobile homes where they don't own the land. The Board also discussed whether or not the ordinance needs to be amended to better address the commercial issue.

Issues of discussion then included the televising of the trunk line and three properties that are being sold. Getting this done as soon as possible, getting repairs done as soon as possible by a date certain, updating the form, updating the ordinance, 125% set aside, and the role of the District Attorney.

Motion by Engstrom second by Strandlie to allow Sun Bay LLC and Sun Bay Mobile Home and Campground to move forward with the sale of the property subject to the following conditions related to Ordinance #3:

1. Televising and inspect the trunk line and provide the results to the District Superintendent as soon as possible, no later than 90 days; and
2. Revisit the escrow and other timing issues at the meeting following the completion of televising.

The motion carried 4/0.

Motion by Engstrom second by Strandlie to hold discussion with the District Attorney regarding the concept of updating Ordinance #3 on manufactured homes/mobile homes and commercial and residential properties and the issue of plumber inspection reports. The motion carried 4/0.

4. Approval of Minutes:

a. Motion by Strandlie seconded by Engstrom to approve the July 16, 2025, Meeting Minutes of the MLWSSD as amended. Motion carried 4/0.

5. Executive Directors Report:

a. L & L Properties, 33-0123-000, Holding Tank Follow-Up – Ms. Engstrom informed the Board that she had not heard back from the Department of Natural Resources. She had sent them a formal email requesting some feedback. Engstrom will provide Fritsinger with the contact email for Kelly Condiff and Fritsinger was asked to send him an email seeking an answer to the Board's question.

b. Update on the Status of the City of Moose Lake – Director Fritsinger noted the Board had previously discussed the status of the pending arbitration process and reviewed his handout

regarding the option of proceeding with the scheduling of a hearing or considering agreeing to propose to the completion of a joint rate study.

Discussion took place regarding the fee structure, joint sewer fund maintenance, flume accuracy, flume location, flume cleaning and maintenance, ponding situation, future capacity needs and other items. Kuster reminded everyone that he had spoken with Attorney Thibodeau. The Board asked that Kuster, Nielson and Thibodeau meet to discuss next steps.

c. 2026 Budget Meeting – Fritsinger proposed that the 2026 Budget meeting be scheduled for September 17, 2025, at 5:00 pm. Motion by Strandlie second by Engstrom that the District schedule its 2026 budget meeting for September 17, 2025, at 5:00 pm prior to its regularly scheduled meeting.

6. Superintendents Report: Brett Collier Water Control, LLC:

Future Televising of System – Collier reviewed his conversation with former Superintendent Keith Newman regarding the last time the system was televised. Newman indicated that things looked pretty good at that time and recommended that District hold off another year or two to give more time to research system issues and possible companies to televise the system. The Board agreed to hold off on the televising of the system for the foreseeable future but start with the high use areas when it does so.

See August 20, 2025, written report as prepared by Superintendent Collier. Superintendent Collier reviewed some of the challenges taking place with the Kenwood pumps. He has been in contact with Quality Control to come and look at the equipment over the next week. Some of the flow reports are very low and show a problem. The Board discussed how these flow volumes are being reported and the City's recent agreement to use the average from the day before and the day after for the July billing.

Collier hopes to finish painting the vent stacks at the lift stations this week. The Board asked how much the Superintendent is permitted to spend without Board action and approval. Fritsinger responded he would need to research the question.

Motion by Engstrom second by Strandlie to authorize the Superintendent to spend up to \$10,000 to repair the Kenwood North lift station control system. The motion carried 4/0.

Permits: None Issued

7. Treasurers Report: Fritsinger noted that Treasurer Nielson was not in attendance and that Former Director Hall had updated the payable and financials for June and completed the July financials as well. Claims were presented for payment in June and included check numbers 13114 thru 13130 as well as six EFT payments for a total amount of \$72,380.37. Claims were also presented for July and included check numbers 13131 thru 13152 as well as five EFT payments for a total amount of \$35,089.53.

He noted that the District has continued to set-aside funds each month associated with the proposed \$15 ERU charge totaling \$7,125 which is for 475 connections. To Date the District has set aside \$49,875 in a separate account for the first seven months of the year. Motion made by Aldrin second by Strandlie to approve the payment of June and July's claims to include check 13114 thru 13130 as well as six EFT payments for a total amount of \$72,380.37 and check numbers 13131 thru 13152 as well as five EFT payments for a total amount of \$35,089.53 subject to the review by the Treasurer. Motion carried 4/0.

8. Old Business:

a. Flow Numbers: The Board reviewed the June and July 2025 flow numbers. Collier and Kuster discussed the challenges at the Kenwood Station. The Board supported the use of the average for those that appear abnormally high or abnormally low as agreed upon by the City for July.

b. Proposed Changes Ordinance/PPM/By Laws – Tabled

9. New Business:

a. Windemere and Moose Lake Township Updates: Engstrom provided a quick update in that WSB continues to help the Township with zoning and planning; they still have a moratorium in place; and, they are still having some issues with permitting.

b. Other Board Updates: Kuster requested that an item be added to the agenda each month for items to be garaged and not forgotten. The Board agreed. Discussion then took place regarding Fritsinger concerns on job duties and time commitment. Kuster noted that Hall has agreed to help through the end of the year with all bookkeeping. Fritsinger would retain Banyon, customer service and other administrative duties. Kuster then reviewed Hall's previous pay and proposed that she be paid \$38.58/hr. retroactive to 1/1/25 and \$45.00/hr. beginning 5/1/25 moving forward. Motion by Engstrom second by Strandlie Hall be paid \$38.58/hr. retroactive to 1/1/25 and \$45.00/hr. beginning 5/1/25 moving forward working as the District's bookkeeper. The motion carried 4/0. Motion by Engstrom second by Strandlie to reduce the pay of Fritsinger effective August 12, 2025, from an average of 20 hours per week to 12 hours per week. The motion carried 4/0.

Kuster then mentioned that he is interested in contacting one of the candidates that was previously interviewed for the Executive Director position, who has background in QuickBooks and Banyon, to consider interviewing to take on the bookkeeping role when Hall steps aside. The Board supported this request and asked that Kuster, Nielson and Hall conduct the interview.

Kuster then reviewed the proposal from Bobby Dormann and 218 TEK LLC to investigate certain operational areas and to try and eliminate or reduce redundancies. The Board provided its verbal support. Motion by Engstrom second by Aldrin to accept the proposal from 218 TEK LLC to prioritize the review of pump data collection, complete associated discovery, and hold off on the other items until this first project is completed. Motion carried 4/0.

Kuster also reviewed his investigations associated with the City's billing of the prison and associated facilities.

10. Adjourn: Motion by Engstrom second by Aldrin to adjourn the meeting. Motion carried 4/0 and the meeting adjourned.

A handwritten signature in black ink, appearing to read 'B. Fritsinger', with a long horizontal stroke extending to the right.

Minutes by Brian Fritsinger, Executive Director