**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Organizational Meeting Minutes**

**January 15, 2025**

**@ MLWSSD Office**

1**.**  The Organizational Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order at 5:10 p.m. by Executive Director Darla Hall. Members present included: Clair Strandlie, Eric Nielsen, Bruce Lourey and Paula Engstrom. Superintendent Brett Collier and Attorney Erin Lambert, Sand Lake Resort was also present. Byron Kuster was absent from the meeting.

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

3. Nominations and Vote for Chair, Vice Chair and Treasurer - Director Hall asked for nominations and a vote for Chair, Vice Chair and Treasurer for the year 2025. Motion was made by Strandlie to nominate and vote Kuster as Chair, Engstrom as Vice Chair and Nielsen as Treasurer. There being no other nominations, motion was seconded by Lourey. Motion carried 4/0. Vice Chairman Engstrom took over the meeting.

4. Board discussed selection of the legal paper, bank, legal advisor, auditor and engineer for the year 2025. Motion was made by Strandlie second by Lourey to keep the same as 2024. Star Gazette, legal paper; First National Bank of Moose Lake, bank; Fryberger, Buchanan, Smith & Fredrick, Mia Thibodeau, attorney; Wipfli, LLP, auditor; Bolton & Menk, Kelly Yahnke, engineer. Motion carried 4/0.

5. Signing of Signature Cards – As the Board was aware that Kuster would be absent at the meeting this evening for the nomination of positions of the Board of Directors, Hall had the Bank prepare the signature cards in advance. Signature cards were presented for signing. Board noted that Hall is allowed to transfer money between MLWSSD accounts, access safety deposit box, conduct business with online banking but is not allowed to sign checks.

6. Update MN Warn Contact Information – If Necessary: Chairman Kuster, Director Hall and Superintendent Collier are contacts.

7. Set Regular Meeting Dates and Times: Motion by Strandlie second by Nielsen to set the regular meeting date of the Moose Lake Windemere Sanitary Sewer District as the third Wednesday of the month at 5:30 p.m. at the District office located at 304 ½ Elm Avenue Moose Lake, Mn. Motion carried 4/0. Hall to publish notice in local paper for the year.

8. Motion by Nielsen second by Strandlie to adjourn the meeting, motion carried, and the meeting adjourned at 5:21 p.m. Minutes by Darla Hall, Executive Director