

**Moose Lake Windemere Area Sanitary Sewer District**  
**Approved Regular Meeting Minutes**  
**Wednesday, July 16, 2025**  
**@MLWSSD Office**

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 5:30 p.m. Members present included: Chair Byron Kuster, Vice Chair Paula Engstrom, Treasurer Eric Nielsen, Steve Aldrin, and Clair Strandlie. Others present included: Superintendent Brett Collier, Water Control LLC and Executive Director Brian Fritsinger, Fritsinger Management Services, LLC.

2. Approval of Agenda: An amended agenda was presented adding Item 5e. 94661 West Sunny Beach Road Disconnection Request and Item 5f. City Ordinances/City Agreement Review. Motion made by Strandlie second by Engstrom to approve the agenda as amended. Motion carried 5/0.

3. Approval of Minutes:

a. Motion by Engstrom second by Strandlie to approve June 21, 2025, Meeting Minutes of the MLWSSD as written. Motion carried 5/0.

4. Guests: None.

5. Executive Directors Report:

a. L & L Properties, 33-0123-000, Holding Tank Follow-Up – Director Fritsinger noted that at its last meeting the Board asked Ms. Engstrom to follow up and discuss the issue with the Minnesota Department of Natural Resources. Engstrom indicated that she had reached out to the DNR but had not yet made contact and will reach out to them again and then update the Executive Director. The Board supported this effort as the next step.

b. Update on the Status of the City of Moose Lake – Director Fritsinger noted the Board had received copies of communications from the City and its legal counsel to both the request for additional capacity and arbitration. In regard to the capacity request the City denied the request and instead offered an opportunity for the District to engage in and fund a Facility Plan for the City's treatment system. The Board, at this time, did not see this as a logical next step for the District.

Kuster stated he had spoken with Attorney Thibodeau about the situation and there may be some discussion taking place at a City level regarding a possible proposed joint rate study. The Board agreed to wait and see how the City responds to the District's prior proposal. Kuster noted he is also in the process of reaching out to the Prison to see if they will share how they are being charged in terms of the ERU issue.

To date there has been no direct response to the District's proposal on rates or proposed arbitration dates.

c. 2026 Budget Development Process – Director Fritsinger noted that former Director Hall had indicated that she typically started work on the next years budget in July for presentation in September. As he has not yet been through the process with the District he was looking for feedback related to issues or processes that he should be mindful about.

Nielson noted that Hall would normally prepare a draft and send it to him for a preliminary review prior to the September meeting. The Board itself does not typically meet and discuss the budget prior to September. The Board wanted to be sure we monitor the City rate issue and from a cost perspective be prepared to incorporate changes as necessary. The Board does not see a change in the District user fees as part of the 2026 budget, but it should start planning on a possible increase as part of the 2027 budget.

The Board directed Fritsinger to look at worst case scenarios including the city rate increases and transfer of customers. The board discussed jetting and televising the system. Superintendent Collier will reach out to the former Superintendent to discuss our history of trouble areas. The Board would like to review this item at its August meeting.

d. Future Televising of System – Item discussed as part of agenda item above.

e. 94661 West Sunny Beach Road Disconnection Request – Fritsinger stated he was bringing forward a request from Doug Craig who is in the process of purchasing the property located at 94661 West Sunny Beach Road. He was asking for possible consideration associated with a possible shut off or reduced rates due to the cabin on the property most likely being torn down or unused due to its condition. Fritsinger noted he had shared with Mr. Craig a copy of the district ordinance related to disconnections.

The Board noted that many of the properties on the system are seasonal and the District does not have a rate structure that allows for reduced rates for those connected but not using the system or that have closed properties for the winter. The Board discussed the issues associated with a disconnection and challenges with future reconnections if no capacity is available.

Mr. Fritsinger was directed to inform Mr. Criag that the District can not accommodate the request as presented due to District ordinances and fairness to others connected to the system. They encouraged Mr. Craig to obtain a proposal for disconnecting from the system from a contractor so that he would understand all of the cost implications so that he can do a full cost/benefit analysis. Depending on the cost to disconnect, paying the quarterly \$180 still may make sense until he knows his future plans for the property. The Board did note that should he disconnect the future connection fee would not be the full \$6,660, but instead the \$150 fee as noted on the fee schedule.

The Board also discussed the concept of if a property owner disconnects, do they get to keep their spot for future connection on the District's connection list or do they move to the bottom of



the list? Subject to the outcomes of discussions with the City on capacity, the Board agreed that this concept will need to be revisited in the future.

f. City Ordinances/City Agreement Review – Chairman Kuster explained he has taken some time to revisit and review the current Agreement as well as City/District Ordinances. He also highlighted two items from the City's rate study on page 2. In terms of the Agreement, he highlighted Articles 2.1, 2.6, 3.3a, 3.3b, 4.2b, 4.3, 6.2, 7.2a, 7.2b, and 10.2. He then reviewed City Ordinances Article X, Section 3 and Article 8, Section. Finally, he summarized his recent conversations with Attorney Thibodeau. No specific actions were proposed at this time.

6. Superintendents Report: Brett Collier Water Control, LLC: See written report as prepared by Superintendent Collier. Superintendent Collier reported a couple of lift station power outages, especially at Lift Station A. He has also been working on mowing and painting as well as a couple of certificate of compliance follow-ups. A new certificate was issued for 94661 West Sunny Beach Road. but there were no new permits this month.

Permits: None Issued

7. Treasurers Report: Fritsinger noted that he struggled with the Quickbooks software system and was not able to complete an updated bank reconciliation, balance sheet or profit and loss statement. Treasurer Nielsen stated that these can be considered at the next Board meeting in August. Claims were presented for payment and included check numbers 13114 thru 13130 as well as five EFT payments for a total amount of \$76,366.95. Fritsinger reported that the claims today did not include a June bill from the City of Moose Lake as none was received prior to the meeting. 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 \$35,625 in a separate account for the first five months of the year. Fritsinger also brought attention to the payment to the City for the 2009 and 2015 bond debt service. Motion made by Engstrom second by Strandlie to approve the payment of today's claims to include check numbers 13114 thru 13130 as well as the five EFT payments for a total amount of \$72,366.95 and to hold the monthly financial statements for consideration at the Board's August meeting. Motion carried 5/0.

8. Old Business:

a. Flow Numbers: The Board reviewed the May 2025 flow numbers. Collier noted the monthly rain events. Kuster questioned the large flow shown at the Kenwood station on May 28. Collier responded there is no answer for why this flow jumped so high as there was no large rain event that took place. Normally, when a flow is shown as this high it has been handled as an anomaly and the average of the day before and day after used in its place.

Being that the District has not received a bill from the City, no average daily flow for June 2025 was available.

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

9. New Business:

a. Windemere and Moose Lake Township Updates: Engstrom provided an update in that the Township has hired a firm, WSB, to act as the Township Zoning Administrator and to help update its Comprehensive Plan and Zoning Ordinance. There is some discussion taking place related to the language contained in their ordinance associated with who is responsible for enforcement of sewer regulations. It was suggested that language indicating that non-municipally sewered properties be covered by the County and municipally serviced properties be covered by the District be considered for clarity purposes. Finally Engstrom noted she has been sharing the waiting list for connections with the Windemere Planning Commission.

b. Other: The Board discussed the concept of sending out a letter to all individuals who have expressed interest in connecting to the District system and are listed on our waiting list, a letter to clarify whether or not they still have an interest in connecting.

Kuster also reviewed the process for requesting payment for additional meetings and time spent working on District business. Nielson and the Board agreed that this makes sense.

10. Adjourn: Motion by Aldrin second by Engstrom to adjourn the meeting. Motion carried 5/0 and the meeting adjourned.

A handwritten signature in black ink, appearing to read 'Brian Pritsinger', is written over the printed name in the signature line.

Minutes by Brian Pritsinger, Executive Director