

**Moose Lake Windemere Area Sanitary Sewer District**  
**Approved Regular Meeting Minutes**  
**Wednesday, June 18, 2025**  
**@MLWSSD Office**

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 5:34 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.

2. Approval of Agenda: An amended agenda was presented adding Item d. L&L Properties, 33-0123-000, Holding Tank Follow-Up under New Business. Motion made by Strandlie second by Engstrom to approve the agenda as amended. Motion carried 5/0.

3. Approval of Minutes:

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

4. Guests: None.

5. Executive Directors Report:

a. Superintendent's Contract Renewal – Director Fritsinger reviewed the proposed amendments to the contract for service with Brett Collier Water Control LLC. The current one-year contract for service expires on June 30, 2025. Chair Kuster recently met with Mr. Fritsinger and Darla Hall to review the contract and then met with Mr. Collier and Mr. Fritsinger to review the level of performance over the past year. The Board expressed their appreciation of the quality of service and support for the renewal of the contract. The contract proposed is a three-year agreement with no change in the financial components. Nielson noted a typo on page four related to the contract year whereby it should read 2025 not 2024. Motion by Strandlie second by Nielson to approve the three-year contract renewal with Brett Collier Water Control LLC as presented including the date change on page 4. Motion carried 5/0.

b. Banking/Signature Cards Update - Director Fritsinger, stated that with the resignation of former Executive Director Darla Hall, there is a need to update signature cards at the three local banking institutions currently utilized by the MLWSSD which are Northwoods Credit Union, First National Bank of Moose Lake, and Members Credit Union. It was noted that the safe deposit box at First National Bank has been closed, and the keys have all been turned into the institution. Motion by Nielson second by Engstrom to provide authorization to Executive Director Fritsinger to obtain information on the accounts at Northwoods Credit Union, First National Bank of Moose Lake and Members Credit Union; he is further authorized to transfer money only between the Moose Lake Windemere Sanitary Sewer District accounts at the First National Bank of Moose Lake and; also have access to on-line banking services at all three banks. Board members Kuster, Engstrom and Nielson will be the signers on the accounts and should sign associated documents at each institution. Motion carried 5/0.

c. Update on the Status of the City of Moose Lake – Director Fritsinger noted the documentation included in the packet from attorneys representing both the District and City. The City was to have met and discussed both the rate issue as well as the District’s request for an additional 5,000 gallons of capacity for district allocation. As of today, there had not yet been any formal response to either item.

The Board discussed the ERU issue and the Kenwood lift station and associated system connection. Director Fritsinger was asked to follow up with Attorney Thibodeau and discuss these two items.

d. L & L Properties, 33-0123-000, Holding Tank Follow-Up – Director Fritsinger brought to the attention of the Board the current situation at the referenced property. The Board had met on several occasions in 2024 regarding the permit issued by Pine County allowing for the use of holding tank in violation of District Ordinance. The Board had directed the District Attorney to issue a letter to the property owner requiring the removal of the tank and to give a timeline for such removal. Unfortunately, the letter was never delivered to the property owner. The Board is asked to provide some directions as to the next steps knowing that so much time has passed with no notice to the property owner.

The Board discussed that the property has several campers on it which are not allowed to hook to the District system. Concern was expressed regarding the amount of time that has passed since the property owner installed and started using the holding tank system as well as the message that other property owners may be taking away from the allowance of this system. The Board discussed a variety of options moving forward including the development of a letter notifying the property owner that they are in violation of the ordinance. Engstrom volunteered to discuss the issue with the Minnesota Department of Natural Resources and subject to the outcome of those conversations, Director Fritsinger would discuss the options and path forward with Attorney Thibodeau.

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.

Permits: Permit 2025-03 was issued to Roger and Sue Juszczak at property 63.350.0040  
Certificate of Compliance – None Issued

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the Board for the month ended May 31, 2025. Nielsen had been in and reviewed the bank statements and reconciliations and found the books to be in order. Balance in checking as of May 31, 2025, was \$38,600.03. Claims were presented for payment and included check numbers 13090 thru 13113 as well as three EFT payments for a total amount of \$20,967.31. Fritsinger reported that the claims today did not include a 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 \$28,5000 in a separate account for the first four

months of the year. Motion made by Engstrom second by Strandlie to approve the Treasurers Report and payment of today's claims to include check numbers 13090 thru 13113 as well as the three EFT payments for a total amount of \$20,967.31. Motion carried 5/0.

8. Old Business:

a. Flow Numbers: Being that the District has not received a bill from the City, no average daily flow for May 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 on the moratorium of permits in the Township; comprehensive plan update efforts, the resignation of its Zoning Administrator, and discussion and reporting of compliance checks. Aldrin provided a quick update for Moose Lake Township. The Board asked that for future meetings, an item be added to new business for each township to provide any updates they may have.

10. Adjourn: Motion by Aldrin second by Engstrom to adjourn the meeting. Motion carried 5/0 and the meeting adjourned at 6:40 p.m.

Minutes by Brian Fritsinger, Executive Director