

**Moose Lake Windemere Area Sanitary Sewer District**  
**Approved Regular Meeting Minutes**  
**Tuesday, October 14, 2025**  
**@ MLWSSD Office**

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairman Byron Kuster at 5:33 p.m. Members present included: Chair Byron Kuster, Steve Aldrin, Eric Neilsen and Clair Strandlie. Vice Chair Paula Engstrom was absent. Others present included: Superintendent Brett Collier, Water Control, LLC and Executive Director Brian Fritsinger, Fritsinger Management Services, LLC.

2. Approval of Agenda: Motion made by Nielsen second by Strandlie to approve the agenda. Motion carried 4/0.

3. Approval of Minutes:

a. Annual Budget Meeting Minutes, September 17, 2025: Motion made by Strandlie second by Aldrin to approve the minutes as presented. Motion carried 4/0.

b. Regular Meeting Minutes, September 17, 2025: Motion made by Strandlie second by Nielsen to approve the minutes as presented. Motion carried 4/0.

c. Special Meeting Minutes, September 22, 2025: Motion made by Strandlie second by Nielsen to approve the minutes as presented. Motion carried 4/0. Nielson noted that the correct spelling of his name is “Nielsen” versus “Nielson”.

4. Guests: None

5. Executive Directors Report:

a. L & L Properties, 33-0123-000, Holding Tank Follow-Up – Fritsinger noted that he had reached out to Kelly Condiff at the DNR per the suggestion of Engstrom. Condiff had no advice or suggestions to offer on the situation. As a result, on October 17, 2025, he submitted a request to Attorney Thibodeau for advice as to how to proceed. No response as of the time of today’s meeting.

b. Update on the Status of the City of Moose Lake – Fritsinger reviewed the legal correspondence included in the agenda packet as well as recent correspondence from the attorney representing the City. Discussions took place earlier in the day with Attorney Thibodeau regarding positive movement towards a possible negotiated settlement. Kuster reviewed some of the specific aspects of the settlement terms being discussed. Thibodeau is crafting another written response to the City.

It was noted that the City recently announced it was pursuing some state grant funding related to inflow & infiltration and how that might impact the system. Discussion regarding the mag meter took place and it was clarified that the District would install and maintain the meter after installation. The Board expressed support for the efforts.

c. Delinquent User Fees – Resolution Authorizing Certification to County Auditors – Fritsinger reviewed his memo detailing the annual process of certain unpaid utility fees to Pine and Carlton Counties for collection as part of next year’s property taxes. A list of the all outstanding fees in excess of \$362 being attached to the memo. It is expected that individuals will continue to pay their fees between now and the formal certification to the Counties at the end of the month and those names will be removed prior to the certification. Motion made by Nielsen second by Strandlie to certify any delinquent user fees identified from Exhibit A (Carlton County) and Exhibit B (Pine County) which are still outstanding as of October 31, 2025, to the respective counties in November for collection as part of the 2026 property tax.

d. Wipflii Audit Engagement Letter - Fritsinger provided background on the annual audit process and that he had been in contact with Wipflii requesting an engagement letter to complete the 2025 financial audit. Wipflii did not provide a letter in time to include it on the agenda so it is expected to be put on the Boards November agenda.

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

a. Monthly Report - See October 14, 2025, written report as prepared by Superintendent Collier. Collier noted he had discussion with a property owner who questioned whether or not a backup they were experiencing was caused by a blockage in the District line. After review and discussion, it was determined the blockage was not the responsibility of the District.

Permits: None issued but one new compliance certificate No. 25-07 was issued.

b. Kenwood Lift Station Update - Collier reviewed the repair work that he had to perform at the Kenwood station related to impellers and wear rings. He believes that the flow reading issue has been resolved for the time being. Discussion took place regarding the contract with 218 TEK to improve the reading system reporting process.

The Board asked that due to the status of the discussions with the City and the possible installation of the mag meter that the Kenwood Station upgrade be postponed but the upgrades at the other left stations by 218 TEK take place first.

c. Flow Numbers – Discussion took place regarding the August/September flow numbers and the inaccuracy due to the problems at the Kenwood station. Kuster reviewed the spreadsheet and had several questions for Collier. It was noted that the August and September bills from the City were being based upon a flow of 240 gpd due to the reading problems. The Board asked that Fritsinger proceed with the letter to individuals currently on the District waiting list for connection to the system as even though things are proceeding positively with the City, it would be valuable information to have as to how many are still interested in connecting.

d. Mag Meter – Discussion took place regarding the proposed installation of a mag meter as part of the City discussions. The Board and Collier agreed that the project would most likely need to be designed by the District Engineer. The Board supported the idea of using the \$64,125 in ERU funds of which have been set aside as seed money for the project. Collier will do some



double checking of the telemetry needs to be factored in and will speak with Quality Flow for input. Fritsinger and Collier should then meet to discuss the best path forward and if necessary to reach out to the District Engineer for a proposal to complete the design.

7. Treasurers Report: Treasurer Nielsen noted former Director Hall had prepared the payables and financials for September. Claims were presented for payment in September and included check numbers 13182 through 13199 as well as six EFT payments for a total amount of \$32,007.30. 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 \$64,125 in a separate account for the first nine months of the year. Nielsen noted that the Profit & Loss statement for year to date shows a net loss of approximately \$61,000. However, with depreciation of about \$67,000 included in that the District is still in a net positive position. Further, legal fees are approximately \$26,000 and if a settlement with the City can be reached those costs should drop dramatically. Finally, Nielsen mentioned that the District has a certificate of deposit (CD) coming due in January and those funds will need to be reinvested at that time.

Motion made by Strandlie second by Aldrin to approve the payment of September claims to include checks 13182 through 13199 as well as six EFT payments for a total amount of \$32,007.30. Motion carried 4/0. Aldrin excused himself from the meeting.

8. New Business:

a. Windemere and Moose Lake Township Updates: No updates to share.

b. Bookkeeper Diane Kraft Hiring Update: Kuster updated the Board on his conversations with Ms. Kraft Miller. Things appear to be moving forward, though slowly, with her being brought on board to fill the bookkeeper role. Motion made by Strandlie seconded by Nielsen that Kuster and Nielsen be authorized to negotiate, approve and enter into a contract for service on behalf of the District with Ms. Kraft Miller. Motion carried 3/0.

c. Other Board Updates: Kuster reminded Fritsinger to get the lift station agreements for the Sun Bay property to attorney Thibodeau for her review. Collier stated that he is waiting to get an update on the inspections at Sun Bay but had been told that they were still hoping to have everything completed by the 1<sup>st</sup> of the year. Finally, Kuster asked that Fritsinger submit a recission letter as it related to his previous resignation notice.

9. Adjourn: Motion by Nielsen second by Strandlie to adjourn the meeting. Motion carried 3/0 and the meeting adjourned at 6:40.



Minutes by Brian Fritsinger, Executive Director