

Moose Lake Windemere Area Sanitary Sewer District
Approved Regular Meeting Minutes
Wednesday, March 18, 2026
@ MLWSSD Office

1. The Regular Meeting of the Moose Lake Windemere Sanitary Sewer District was called to order by Chairperson Kuster at 5:31 p.m. Members present included: Chairperson Byron Kuster, Vice-Chair Paula Engstrom, Steve Aldrin, Eric Nielsen and Clair Strandlie. Others present included: Superintendent Brett Collier, Water Control, LLC, Executive Director Brian Fritsinger, Fritsinger Management Services, LLC, Mike and Cathy Burlager, John Menke, and Dale Sandberg.

2. Approval of Agenda: Motion made by Strandlie second by Engstrom to approve the agenda. Motion carried 5/0.

3. Guests: Chairman Kuster introduced everyone and reminded everyone that the District remains under a moratorium due to the capacity limitations and unresolved metering discrepancies with the City of Moose Lake.

- a. Mike and Cathy Burlager, 63-290-0160 – The Burlager’s provided a handout which shows their parcel of property and their intentions asking for determining availability of sewer at their property at 4816 Lazy Pine Rd. The site plan shows the existing home and existing garage. The garage has a couple bedroom bedrooms in the back. The sewer line currently kind of goes across the property and connects to the property to the north. They would just like to connect the garage to the sewer line that also serves the cabin and add a 1/2 bath and sink in the garage.
- b. Dale Menke, 63-280-0040 – He is here on behalf of his brother-in-law, Ron Iverson, who is in Arizona. He's going to be building a new home at 4827 oak drive in Moose Lake Township, and he prefers to get permission to hook up to the District sewer system. Unfortunately, with the moratorium that obviously isn't going to happen, what he instead needs is a letter from the District rejecting him so that he can go ahead and work with the Township to get the permits to do a holding tank and get the necessary building permit.
- c. Dale Sandberg, 33-0248-000 – Mr. Sandberg discussed his intentions related to the construction or move of a home and to connect to the system. Unfortunately, he has had challenges with the Township and changes to their zoning ordinance as it relates to development of property next to the lake and lot sizes.

Motion made by Strandlie second by Aldrin indicating that there is no sewer capacity available at this time, no connections to the District sewer line can be made, the applicants instead work with the appropriate Township/County officials to obtain permits for on-site septic systems, and that Executive Director Fritsinger sign off and return the Application to Determine Availability of Sewer to each applicant noting these findings. Motion carried 5/0.

4. Approval of Minutes:

- a. Motion made by Engstrom second by Strandlie to approve the February 18, 2026, Regular meeting minutes as presented. Motion carried 5/0.

5. Executive Directors Report:

- a. Connection Waiting List Update – Fritsinger explained that at the previous direction of the Board he sent letters to all of the individuals that are on the current connection waiting list. The only three property owners that submitted Applications to Determine Availability of Sewer were those

discussed earlier on the agenda. The District has also received two responses indicating an interest in staying on the connection list of which were included in the agenda packet. The only other party that has responded to date is LeRay Horton, L & L Properties, who was previously told by the Board to pursue a variance application.

- b. Mag Meter Installation Project – Fritsinger reviewed the updated proposal and cost estimate received from the District’s Engineer. The cost estimates are updates from a proposal to the Board received in 2024.

In 2024 the estimate was about \$151,800 for the project and \$30,000 for the engineering. The price point in 2026 has been bumped up to \$184,650 and just a hair under \$37,000 for the engineering costs associated with the project for a combined total of approximately \$220,000.

The Board then discussed as to how or if it would like to proceed with actual design work for construction yet this summer. Concern was raised regarding the total cost of the project and timing due to the fact that the District has not yet reached an agreement with the City. The Board asked that Collier investigate opportunities that might exist with other vendors to do this project and whether there are alternatives to reduce costs.

- c. City of Moose Lake 2026 Proposed Rate Increases – Fritsinger informed the Board of the City’s intent to increase the 2026 rates effective on January 1, 2026 without the proper notification as required under the current contract. He referenced a letter sent from Attorney Thibodeau to the City informing them of the District’s position and concerns. The letter was drafted after discussion with Fritsinger, Nielsen, and Kuster.

Engstrom moved second by Nielsen that if the City comes back with reasonable acceptance of the District’s most recent proposal that we would agree to the rate increase retroactive back to January 1, 2026. The motion carried 4/1 with Strandlie opposed. The Board indicated that the draft letter of response from Fritsinger to the City regarding the rate increases and withholding payment was satisfactory.

- d. 2025 Financial Audit Update – Fritsinger updated the Board that he and Nicole Shannon met with the District Auditor to provide him with a variety of 2025 financial information and discuss related issues. He informed the Board that the Auditor is moving to an electronic format which requires the uploading of the same information into a web portal. So some changes to both the process and for the filing of financial documents will be implemented over the next year.

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

- a. Monthly Report - See March 18, 2026, written report as prepared by Superintendent Collier.
 - He reviewed that a sewer line locate on Oak Drive was required and that there was still SD Card/Data Logging Issues at Lift Station D. Currently waiting for calibration data from Quality Flow. Otherwise, some normal site inspections were completed.
- b. Permits: None issued

- c. Flow Numbers – Updated January 2026 flow numbers were presented including City SCADA data. The City had not yet billed or provided the monthly SCADA numbers for February, so the flow report only includes the District information and no billing. The Board indicated it liked the change to a larger two page spreadsheet.

7. Treasurers Report: Treasurer Nielsen began by reviewing the account payable aging summary report and the change and use of slightly different reports than had been provided historically. Fritsinger highlighted a \$900 system renewal bill from Sensaphone. He was unaware of this annual software cost and it had not been built into the 2026 budget.

Nielsen continued with a review of the profit & loss and balance sheet with the Board for the month ending February 28, 2026. Nielsen had reviewed the reconciliation and found everything in order. Claims were presented for payment and included check number 13260 through 13276 as well as four EFT payments for a total amount of \$23,654.17. Nielsen noted that included in the financials was a report showing year-to-date actuals versus budget. This report will now be provided monthly. Discussion took place regarding accrual vs cash basis and Fritsinger was asked to contact our Auditor for guidance.

Strandlie moved second by Nielsen to approve the monthly Treasurer's report, financials and payment of February claims. Motion carried 5/0.

8. New Business:

- a. Windemere and Moose Lake Township Updates: Discussion regarding attendance at the annual Township Board meetings took place. Engstrom reviewed future zoning changes and future sewer expansion. Discussion regarding Moose Lake Township exploring future facilities due to 2029 lease expiration.

9. Other/Old Business – The Board discussed District authority in unsewered areas, EDU/ERU definition inconsistencies with the City, status of City negotiations, and variance procedure development. Specific to the authority referenced, the Board questioned how the District ordinance applies to the Townships for those areas that currently are not connected. This is important as the Windemere Township investigates possible future sewer system around Sturgeon Lake. What formal authority does the District retain and/or did the District take any past action transferring that responsibility to the Township. A review of the District Enabling Legislation and other resolutions should be completed. Fritsinger provided a copy of an updated variance application process document and asked that the Board review and be prepared to provide feedback at the next meeting. He noted he would like to reach out to the District attorney to review the statutory changes made for the issuance of variances under zoning and how that impacts the District variance process and Ordinance. The Board supported his doing so. Also add the reconciliation of total connections (460 or 475) to a future agenda.

10. Adjourn: Motion by Engstrom second by Strandlie to adjourn the meeting. Motion carried 5/0 and the meeting adjourned at 7:21



Minutes by Brian Fritsinger, Executive Director