

CIRCLE LAKE IMPROVEMENT DISTRICT

CONTINUANCE - INITIAL BOARD OF DIRECTORS MEETING MINUTES

Wednesday, May 22, 2019 at 7pm Forest Town Hall

Board members present (6): Dean Sunderlin, Keith Kluzak, Mandi Morrissey, Dale Petelinsek, Jeff Jirik, Cheryl Bahnsen

Board members absent (1): Brian Panettiere

Also present: Homeowners

BOARD MEETING ATTENDANCE SUMMARY

BOARD MEMBER	2019												
	Jan	Feb	Mar	Apr	May 15	May 22	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bahnsen, Cheryl					✓	✓							
Jirik, Jeff					✓	✓							
Kluzak, Keith					✓	✓							
Morrissey, Mandi					✓	✓							
Panettiere, Brian					✓	✓							
Petelinsek, Dale					✓	✓							
Sunderlin, Dean					✓								

CALL TO ORDER — Dean opened the continued meeting at 7:08 pm.

ADMINISTRATIVE ITEMS

- **Record of notice for continuation was provided:** Forest Town Hall, Boonies, Lake Association webpage, email blast to every email address homeowner email on file
 - **Financial Institution:** CLID needs a bank account. Cheryl presented the following information:
 - 1st National Bank of Northfield** – no minimum balance, service fee, online banking, savings and CDs offered
 - TCF** – online banking, free checking and savings accounts
 - Wells Fargo** - \$25 to open, fees \$10-\$30 monthly, online banking, mobile app
 - State Bank of Faribault** - \$7.50 for monthly fee, check fees, check cashed fees, savings and CDs – further clarification no cost option is available
 - US Bank** – free number of transactions per month based on account, cost per excess transaction fee, free mobile check deposits, savings and CD's
- Discussion:** Keith provided clarification on State Bank of Faribault fees, we would be able to have an account without a fee. State Bank of Faribault has supported the CLA through the years. Keith and Cheryl will abstain from voting due to conflict of interest on the grounds of working for the bank. (Dean/Dale) Motion approved unanimously.

PREPARATION FOR ANNUAL MEETING ASSIGNMENTS

- Choose date – Monday, August 19th at 7pm pending availability of venue (Mandi/Dale) motion approved unanimously.
- Choose venue – Forest Town Hall as the venue for annual meeting pending availability (Mandi/Cheryl) motion approved unanimously.
- Develop budget for 2020 – Cheryl will present at June meeting
 - Bill from lawyer
 - Bill from engineer - \$2,900
 - Bill from insurance - \$1,600
 - Administrative fee
 - Miscellaneous reimbursements
 - Estimate of project costs – reviewed Circle Lake Association Treasures Report and ISG project budget. Setting the frame for formatting to match the CLA.
 - How much will we hold for contingency funds or matching funds
 - Discussion – Cheryl will be working on a summary budget to present at the June meeting.
- Develop preliminary agenda – Dean will present at June meeting
- Create a mailing list of all property owners in the district – Mandi will present at June meeting
- Preliminary bylaws – By board at June meeting
- Regular meeting from annual meeting going forward
- Mail to membership: preliminary budget, proposed bylaws, date, time, and location (8 weeks prior to the annual meeting) by June 24th
- Publish notice in newspaper (2 weeks prior)
- Written notice of the annual meeting to be mailed at least 10 days in advance of the meeting to the county board, town board, and statutory and home rule charter cities wholly or partially within the District, the Minnesota Pollution Control Agency, and the Minnesota Commissioner of Natural Resources
- Finalize the budget agenda that will go out in the second mailing
- Mail notice of the meeting with the final agenda, final proposed budget and proxy delegation form with instructions to the membership on how to use it (2 weeks prior)
- Figure out a way to tally the votes from the meeting

COMMITTEES:

- Lake Management Committee: will determine priority of lake projects and get an estimate of cost. Keith will lead the committee. Jeff and Dale will be on the committee.
- Finance Committee: develops budget, determines fee for property owners for the year, manages expenses, looks for additional funding sources, write procedures. Cheryl will lead the committee. Brian and Dean will be on the committee. Bylaws state that any check over \$10,000 require 2 signatures. Motion made to have Chair and Vice Chair be the two signatures (Dean/Jeff) motion moved unanimously.
- Administration Committee: insurance, properties to be assess, document storage, work on annual meeting, absentee ballot, proxy, discuss with Rice County on any administrative things that come up. Dean will lead. Mandi, Brian, and Cheryl.

- Publications and Communications Committee: Communicate to homeowners, website development, social media accounts. Mandi will lead.
- Technology Committee: responsible website recommendations and updates, ensures compliance with the document storage requirements. Mandi and Dean will lead.

OTHER BUSINESS

- Get general liability insurance the tort limit is \$1.5 million. League of MN Cities was recommended, getting a quote for \$2 million. Kevin, the agent will attend June meeting to discuss what the policy is covering – Dean will lead
- Follow up with Rice County on seed money to cover expenses until we receive the funds. – Dean will lead
- Establish a tax ID number – Jeff and Cheryl will lead
- No tax filing required, monthly treasures report must be issued at the meeting – Cheryl will lead
- Document storage and retention for the district – Dean will lead
- Website needs to be created. The lowest cost and best option is to piggy back on the Rice County site. Jim Harris spoke with Rice County and is waiting for more information. There are multiple other ways to get the content created for the website. Hosting is administrative with content and pages. Content management system should also have document management system. Kirby is a preliminary recommendation to both content and document management. Board discussion included the preference to pay a vendor to create and host the site. Must have the ability to update content frequently and timely. Circle Lake Improvement District would be preferred domain. Technology committee will lead and present a recommendation at the June meeting.
- Attorney will be present at the June meeting to advise the board on Open Meeting Law.
- Bruce Sellers has stated he isn't well versed in the laws or advising around guiding public entities. Bruce was not in attendance for the meeting, so we are unsure if he has in interest in learning about public entities. Dean will ask Bruce what his intentions are.
- Dean will be reaching out to ISG to see what Mark has to say about how they will bill us going forward. To get projects done, we need landowner support and permits before engineering plan. We would like to have data and science to support the project priorities.
- We are currently using Circle Lake Association's PO Box. CLID will need our own. Motion was made to open a PO Box in Dundas as it is close and has 24 hour access to the PO Box (Dean/Jeff) approved unanimously.
- Motion was made to solicit 2 bids for a logo or graphic (Dean/Mandi) approved unanimously.
- Contact list for all local resources – Jeff will lead
- Contact list for homeowners willing to receive information electronically collect email and phone number will be added to the Annual Meeting Agenda.
- Keith discussed Legislative Night on the Lake. We would have local officials spend a night at the lake learning about important projects for the lake. This has been successful for Lake Zumbro.
- Unpaid taxes will be tracked down by Rice County
- Public comment will be immediately following opening the meeting and taking attendance. This will prevent people from leaving without being heard.

OPEN MEETING DISCUSSION TO PUBLIC

- Clarification should be to not say public, but rather homeowners, LID members, etc. The general public can attend the meeting, but don't have voting rights at the annual meeting.
- Should be noted that the name is causing problems because most LIDs are ____ Lake – Lake Improvement District. Dean will be sure the official name is clear with all agencies.

ADJOURN — We adjourned at 9:21pm (Jeff/Keith) approved unanimously.