

CIRCLE LAKE IMPROVEMENT DISTRICT

INITIAL BOARD OF DIRECTORS MEETING MINUTES

Wednesday, May 15, 2019 at 7pm

Forest Town Hall

Board members present (7): Dean Sunderlin, Keith Kluzak, Mandi Morrissey, Brian Panettiere, Dale Petelinsek, Jeff Jirik, Cheryl Bahnsen

Board members absent (0):

Also present: Bruce Sellers, Mark Origer, and homeowners

BOARD MEETING ATTENDANCE SUMMARY

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

CALL TO ORDER — Bruce Sellers opened the meeting at 7:02 pm.

ADMINISTRATIVE ITEMS

- **Introductions**
- **Record of notice was provided:** Faribault Daily News, Forest Town Hall, Boonies, Lake Association webpage, email blast to every email address homeowner email on file
- **Bruce Sellers asked for a chair nominations**
- **Assignment of Officers:**
 - **Dean Sunderlin: Chair** (Brian moved, Cheryl second)
 - **Dale Petelinsek: Vice Chair** (Brian moved, Dean second)
 - **Mandi Morrissey: Secretary** (Keith moved, Brian second)
 - **Cheryl Bahnsen: Treasurer** (Brian moved, Jeff second)
- **Establishing Meeting Schedule:** Regular meetings will be held the second Thursday of the month at 7pm of Forest Town Hall following confirmation of Town Hall availability. Many items related to the annual meeting must be in order to mail to the membership by 8 weeks prior to the meeting. We should continue the special meeting to address these matters of business. This special meeting will be continued on Wednesday, May 22nd at 7pm at the Forest Town Hall. (Cheryl moved motion and Mandi second)
- **Further Posting of the Notice:** Notification will be posted offically through email, social media, and door of the Forest Town Hall. (Jeff moved and Dale second)

PREPARATION FOR ANNUAL MEETING ASSIGNMENTS

- Choose date
- Choose venue
- Develop budget for 2020
- Create a mailing list of all property owners in the district
- Mail to membership: preliminary budget, proposed bylaws, date, time, and location (8 weeks prior to the annual meeting)
- 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

OTHER BUSINESS

- Get general liability insurance (line item for budget) – Dean will lead
- Set up/establish administrative committee to establish checking account, enter agreements with Rice County. – Cheryl will lead
- Follow up with Rice County on seed money to cover expenses until we receive the funds. – Bruce will lead
- Assuming a budget is approved by the commissioners, full funding will happen in June.
- Follow up on if Circle Lake Association get a loan for the LID – Bruce will lead
- Establish a tax ID number – Bruce/Cheryl will lead
- Not a local 501c3, we are a local government
- No tax filing required, monthly treasurers report must be issued at the meeting – Cheryl will lead
- Voting on the bank will be done at the next meeting
- Document storage and retention for the district – Dean will lead
- Website needs to be created

OPEN MEETING DISCUSSION

- Post bylaws and annual meeting documents to a website then send the postcard pointing membership to site
- Banking should be convenient, mobile enabled
- LID website can be linked to Rice County website
 - Would we have to pay for the website
 - How would content get updated
 - Should the website be managed by someone
- Committee Ideas
 - Technology
 - Website
 - Marketing
 - Social Media

- Operations Committee
 - Lake Management
 - Weeds
 - Carp
 - Erosion
 - Maintenance
- Finance Committee
 - Administrative
 - Treasures
 - Budget Financial
- Research Committee
 - Contact other LIDs
- Open meeting law education
- Chair should be directing all work

CONTINUED — We will continue the meeting this special meeting on May 22nd at 7pm at Forest Town Hall

ADJOURNED