

# CIRCLE LAKE IMPROVEMENT DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES Thursday, June 13, 2019 at 7pm Forest Town Hall

**Board members present (6):** Dean Sunderlin, Keith Kluzak, Mandi Morrissey, Jeff Jirik, Cheryl Bahnsen, Brian Panettiere

**Board members absent (1):** Dale Petelinsek

**Also present:** Appendix A

### 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 meeting at 7:01 pm.

**ATTENDANCE** – Roll call for attendance

**APPROVAL OF AGENDA** –Approved (Brian/Mandi, approved unanimously)

**GUEST SPEAKER** – John Baker Partner at Greene Espel Primer on Open Meeting Law

**Three things are required to be a meeting:**

- Has to be a Quorum
- Discusses, decides, or receives information
- Issues related to official business

**Notice Requirements:**

- Regular Meetings:** adopt a regular meeting schedule at annual meeting and post at a place
- Special Meetings:** defined as if it occurs at a special time or place that is different than the regular meeting schedule (including an early start) or published in the newspaper
  - Three days posted notice
  - Mail anyone who has made a written request
    - Special meeting is Thursday, Thursday can be day 3 (Tuesday is Day 1, Wednesday is day 2; Thursday is day 3)
- Emergency Meetings:** Limited to meetings that require emergency meetings, three day notice not required, only good faith effort.
- Closed Meetings:** Same notice for closed as open meeting, should be recording (audio or video)

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## **Must close the meeting:**

Misconduct  
Not-public data

## **Optional to close:**

Labor negotiations  
Attorney-Client privilege  
Technology  
Employee

## **Must make at least one copy of printed material available to the public**

### **Common issues:**

- Social Gatherings:** no official business can be discussed
- Discussion before or after meeting:** if quorum is present and discussion includes official business, a violation could occur
- Serial Meetings:** one person talks to the next person, who then talks to the next person (so a quorum is never present) and it is in regards to official business, it is in violation due to avoiding a public hearing or fashioning agreement on an issue
- Email equivalent:** Open Meeting Law is extended to email, a quorum on official email could be a violation if there is two way communication. One member should send all of the information to all groups. Board members should not be reply all or developing a thread. Also, do not use phone, email, or other electronic technology to communicate if a quorum involved or official business is discussed.
- Social Media:** Use is exchange to general public. Posts are ok, messaging information is not acceptable. Also, blocking people is under review currently and may want to be avoided.

### **Resources:**

- Minnesota Open Meeting Law Information Brief (Appendix B)
- Data Practice Office (MN State Agencies)

### **Questions:**

- How does CLA board interact or vote at CLID meetings discussion
- Pay Arrangements with Bruce Sellers for looking into our questions as they arise
- Personal liability requirements stand under Open Meeting Law even though our bylaws state no personal liability (OML trumps the bylaws).

### **Further discussion:**

- We will ask CLA for a delineation of projects to avoid discussion at CLA meetings
- All CLID board members will be on each subcommittee and with one liaison (Mandi/Jeff, approved unanimously)

**OPEN MEETING TO PUBLIC DISCUSSION-** No discussion.

**READ and/or APPROVE MINUTES –** with changes sent by Dean and Cheryl (Mandi/Jeff, approved unanimously)

### **TREASURES REPORT –**

- Review Treasures packet (Appendix B)
  - QuickBooks is reasonable from the county perspective
- Changes to proposal:
  - Business registration fee* - to \$70 for initial registration then \$25 going forward

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*Insurance* - \$925

*Website* - \$5,000 increased for initial web design

*Legal Fees* – to Legal Fees Bruce Sellers and flat line to \$10,000 per year based on extended terms for attorney

*Miscellaneous Revenue* – include grants in descriptions

*Lake Projects* – define

*Outside Contract Services* – to Outside Contract Services – ISG Consulting

*Accounting Fees* – to Rice County

*CLID Logo* - \$500 to 2020

-Discussion on terms of payment for Bruce Sellers. He offered to be paid over several years. We will pay \$10,000 per year until he is paid off.

-How far back do we have to maintain bank statements (check with attorney or county – Cheryl)

-Motion to ask CLA for a \$5,000 loan or donate to the CLID (Cheryl/Jeff, approved to unanimously). Dean will ask during July 8<sup>th</sup> CLA meeting.

## **COMMITTEE REPORTS/UPDATES –**

### **Administration (Dean) –**

-**Tax ID:** registration number has been issued 1087589100036

-**Insurance:** Recommendation League of Minnesota Cities Insurance Trust includes \$2 million for liability including automotive state law requires \$1.5 million for liability (Brian/Mandi, approved unanimously)

-**Preliminary Agenda:** will use Bruce Sellers letter

-**Mailing List:** 187 property owners from Rice County, will have a final list pulled immediately

-**P.O. Box:** P.O. Box 248, Dundas, MN 55019, Cheryl and Dean are key holders.

**Lake Management Committee** – Riparian Buffer project should have priority when discussing final projects at July's meeting.

**Finance Committee** – Included with Treasures report above.

**Publications and Communications Committee** – No update.

**Technology Committee** – will move forward when we have money

## **ANNUAL MEETING PREPARATION**

-Packet should be letter stating date, time, venue, and preliminary agenda with link to website and preliminary budget (Monday, August 19<sup>th</sup> at 7pm at Forest Town Hall)

-Second notice will be 2 weeks prior will include finalized budget

-Motion to send the proposed budget with changes to listed above to the membership with the letter (Mandi/Brian, approved unanimously).

-Must be mailed by June 24<sup>th</sup>

-2 weeks prior requirements must be decided in July meeting. Newspaper posting, final notice, final budget (including projects), final agenda, etc.

-Dean will write cover letter introduction based on Bruce Sellers template but remove board member personal information

-Wednesday, June 19<sup>th</sup> at 7pm to stuff envelopes at Mandi's house

## **ANNUAL MEETING OUTSTANDING ITEMS**

- Publish notice in newspaper (2 weeks prior)

# **CIRCLE LAKE IMPROVEMENT DISTRICT**

- Contact list for homeowners willing to receive information electronically collect email and phone number will be added to the Annual Meeting Agenda.
- 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**

-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. May need to be moved to next year.

-Document storage and retention for the district – Dean will lead

-Jeff distributed a packet on Open Meeting Law (Appendix C)

## **ANNOUNCEMENTS –**

-Contact information can be added in QuickBooks

**ADJOURN** — We adjourned at 10:08pm (Dean/Cheryl approved unanimously).