

# CIRCLE LAKE IMPROVEMENT DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES Thursday, July 11, 2019 at 7pm Forest Town Hall

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

**Board members absent (1):** Brian Panettiere

**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 7:04 pm.

**ATTENDANCE** – Roll call for attendance

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

**OPEN MEETING TO PUBLIC DISCUSSION-** Wolf Creek Dredging question about if/when it will be complete. Since the CLID hasn't been handed the project, that is the Circle Lake Association's project. Question about the CLA donation to the CLID about if it should have been a loan instead since the dredging project is trying to get completed. Again, that is something that would need to be discussed with CLA. If they were willing to give the donation, CLID will accept it.

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

**TREASURES REPORT** – Reviewed Treasures packet (Appendix B)

- Opened the bank at State Bank of Faribault with \$5,000 donation from Circle Lake Association.

- Presented Request for Payment form (Mandi/Dean, approved unanimously)

- Reviewed guidelines around use of form (Policy coming)

- Updated preliminary budget

*Discussion around line item Rice County Admin Fees:* Rice County didn't charge us for the two public hearing mailings or staff time. They did charge us for all attorney fees on the two public fees. A 29 page invoice was submitted to CLID and is available. Rice County was willing to defer payment until December of 2020.

*Discussion around line item Environmental Consultant – ISG:* Mark was willing to take a one-time payment of \$2,000 in 2020 and the remainder in 2021. We agreed this was laid out well and should remain this way for the final budget.

*Discussion around line item CLID Legal Fees – Bruce Sellers:* We will keep it as is, we will not have the funds available for payment in 2020.

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*Discussion around line item Insurance – Liability, D&O:* The policy originally presented has changed due to membership fee. CLID must be insured by the end of August. Membership fee is renewed annually in September. Interest in keeping the quote available to us, but will continue to research other companies.

*Discussion around line item Grants:* Unsure if we should add the grant money to the budget. Used it to project some income, however we should remove it for now until we understand it better.

*Discussion around line item Net Income:* Unsure if we can have a carryover in the net income line. We should move this amount to working capital cash reserve.

*Discussion around line item Income:* CLID will pay the \$3 property fee out of the \$300 assessment.

*Discussion around line item Project - #2:* Add \$500 for water testing for 2020 (Dean/Dale, approved unanimously)

*Motion to approve the preliminary budget with changes above to be sent out by the mailing deadline of August 5 (Mandi/Jeff, approved unanimously)*

## **COMMITTEE REPORTS/UPDATES –**

### **Administration (Dean) –**

**-Insurance:** Dean will ask about what the membership fee includes. We will continue to look for insurance until the August CLID meeting. At that time, we must vote on a policy at the August meeting to purchase and present to Rice County by the end of August. MN Tort limit is \$1.5 million, insurance must be purchased in million dollar increments, we can waive the additional half million. We decided to keep the additional coverage (we are allowed to waive the coverage, not advisable but an option).

**-Tax ID form:** Dean duly authorized Jeff to obtain the Tax ID. Jeff gave Cheryl proof of IRS Tax Number Filing

**-Mailing List:** 2 notices were returned, Dean hand delivered both notices

**Lake Management Committee –** Shore stabilization for riparian buffer. Since this project is budgeted for \$5,000 it requires the membership approval. Keith and Jeff will prepare a presentation for the annual meeting. Water testing, weeds, ravine should also be included in lake management committee future project. This would be a good PR move.

**Finance Committee –** Included in Treasure's report update above. Nothing additional.

**Publications and Communications Committee –** Annual meeting documents should be sent via email to the board by July 29<sup>th</sup> to meet the August 5<sup>th</sup> mailing deadline.

**Technology Committee –** No update.

## **ANNUAL MEETING OUTSTANDING ITEMS**

- Publish notice in newspaper (2 weeks prior) - Dean
- Cover letter shouldn't call out petitioning the board for tax
- Proposed Agenda (Appendix C)
  - Move Record of Notice Requirements to after Roll Call*
  - Discussion of having a PowerPoint for each Agenda item*
  - Discussion on regular meetings continue second Thursday of each month, annual meeting*
    - August 17, 2020 to be voted on at the annual meeting*
    - Discussion on mailing list and inclusions*
- 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

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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**

-Document storage and retention for the district – Dean will write a policy around this.

-Cormorants: Homeowner Bob Jacobson researched the permit for Cormorants. We need a federal permit to shoot these and destroy the nests. The permit is issued by the US Fish and Wildlife. The application requires us to get some additional information around eagles nests, fingerlings put in, named 3 shooter, documented and birds shots. Keith made a motion to submitted permit US Fish and Wildlife Service for cormorants control, shooting can't commence until CLID insurance is in place, and CLID has authorized each shooter (Keith/Mandi, approved unanimously).

-Property owner needs definition at August meeting

## **ANNOUNCEMENTS –**

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