

Board Minutes

Tuesday, January 10, 2023

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Paul Slesar (Board Member), Matthew Anderson (Board Member) Kari Fairclough, Tina Heidelberger, and Joe Heidelberger

R. Storck called the meeting to order at 7:00pm

Approval of Minutes: Motion made by R. Storck, second by P. Slesar to approve the December minutes as presented. Motion carried.

Wastewater Operator Update:

- Jay (Interim Wastewater Operator from HR Green) was not able to attend due to some health issues, Rich presented in his absence.
- Jay noted that the meter readings had not changed on multiple dates in December and was concerned that the meter reading monitoring system is not working properly. We have had issues with this in the past. Rich will follow up with Quality Flow to investigate this. Once the issue is resolved, the missing dates of data will need to be uploaded.
- Average flow rates were 9,174 gallons/day. The high reading for the month was 12,900 with a low of 7,400. This is down considerably after replacing the valves, which shows that this has had a positive impact on our flow rates/I&I. our current permit allows 15,000 gallons/day, so we are well below that number.
- R. Stork will be scheduling a meeting with Jay (former Wastewater Operator) and Terry (current Wastewater Operator) to discuss transition. Jay will provide any documentation and information to Terry (permit, documents, etc.)

Chairman of the Board Update:

- December DMR's have been completed and submitted to the MPCA.
- Rich completed the quarterly testing with the assistance of Matthew Heidelberger and the readings were sent to MTVL. All levels were within the required parameters.
- P. Slesar inquired if we should complete the remainder of scoping the lines in the district. To date, we have completed approximately 1/3 of the entire district at an approximate cost of \$3,500. Everyone agreed that we should complete the televising of lines and then make the decision going forward based on our meter readings/I&I of how frequently this should be done in the future.

Approval of Bills:

- ECE-\$135.53
- HR Green-\$1,828 (November services)
- Hermann Insurance Agency-\$1600

Motion made by D. Findell second by P. Slesar to pay the bills as presented.

Financial Report:

- Current checking account balance (as of 1/10/2023) is \$42,026.72
- Our investment funds have a balance of \$201,495.56 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$17,014.88.

New Business

- New Wastewater Operator-R. Stork provided a copy of the Shorewood Wastewater Operator Duties document that he created. He had Jay from HR Green review the document and he confirmed that it is an accurate description of the current duties expected from this position. We received a ROM from LLJ for a rate of \$1700/month for the services they will provide. We will need to decide if we will sign a 1 year, 2 year, or 3 year contract with LLJ. They did provide a copy of the certificate of liability. We will need to confirm what the rate is for any additional services (emergency services) outside of the monthly contracted amount. R. Stork also added that LLJ can provide the services that Quality Flow is currently providing for us, so that may be something we want to pursue in the future of requesting an RFP from both vendors.
- P. Slesar presented information on his application to the Department of Administration to have SSD added to the state procurement process. This service is free to any municipality and would allow us to essentially shop for vendors

on the state website and have access to the pricing offered as negotiated by the state. P. Slesar will send a link to all board members to review the information so we can discuss at our next meeting. Discussion tabled to our next meeting.

- Althoff Accounting-Tina Heidelberger shared that we are currently paying Althoff & Associates \$180/month for accounting services. These duties (payroll taxes, quarterly taxes, printing W2, bank reconciliation, etc.) could be performed by Tina Heidelberger, but there would need to be change in the current rate of pay for these services. M. Anderson proposed that Tina Heidelberger provide a proposal for services to be presented at a future meeting.
- Meeting Minutes-After checking with other cities/municipalities it was agreed that all unapproved minutes will not be distributed until they are approved the following month. Once approved, Tina will post/email minutes and M. Anderson will post the minutes on the district website. If residents would like current month information, they are encouraged to attend the meeting or reference the video of the meeting posted on our district website.
- Reimbursement Request-P. Slesar presented documents provided to him from Dennis Wood requesting reimbursement of hotel/conference fees from a conference he attended at the end of July 2022 for continuing education for his Wastewater Operator license at a cost of \$500. Mr. Wood resigned from his position 6/30/22, which is why there is a question of whether we are obligated to reimburse him. It was proposed that Mr. Wood should attend a board meeting to discuss and present his request along with any additional concerns that he has as this would be the process requested by any resident of Shorewood. R. Stork will check with our legal council on how this should be handled, Tina Heidelberger will check with LOMC on process/obligations as a district for reimbursement. Motion made by S. Means, second by D. Findell to table until a future meeting with Mr. Wood in attendance. P. Slesar-no, R. Stork, D. Findell, M. Anderson, S. Means-yes. Motion carried.
- Insurance Policy-R. Stork emailed the board members a copy of our current insurance policy with Hermann Insurance. The mail for this policy had been sent to the previous Wastewater Operator, but now was received by resident John Maher, who is on the Water Board for Shorewood. We will need to identify how the policies are divided since it was identified that the Water Board and Shorewood are being billed under the same policy. Because the water district only encompasses 42 homes in Shorewood, we will need to discuss how to handle/bill for this insurance policy in the future. M. Anderson agreed to follow up with John Maher and Hermann Insurance on this policy and present at our next meeting.

Old Business:

- Dredging-S. Means confirmed that the contractor does have a certificate of liability. S. Means has a meeting scheduled with the DNR for this Thursday, January 12th to discuss questions/concerns. Please reach out to S. Means if you would like to add anything to the agenda for this meeting.
- Bylaws-P. Slesar shared concerns that we need to update/follow our bylaws. Some of the items mentioned were that according to our bylaws we should have an approved budget in August for the upcoming year, elections should be taking place in January for board positions. Everyone agreed that this is something that needs to be addressed but also that the board has made great strides this past 6 months (adding the new website, resident surveys, televising lines, recording meetings, and general transparency of our actions/decisions). R. Stork will inquire with our legal council on the cost of assisting with this process and present the information at our next meeting. Joe Heidelberger added that he would like to see a Code of Conduct added to our bylaws as well in this process.
- Sewer Permit-As discussed at the last meeting, it was proposed to set the fee schedule for the sewer permit as \$150 for the sewer hookup and \$75 for an additional inspection fee for any damages to the road. R. Stork will check with LLJ to confirm that the proposed cost of \$150 will cover the inspection fee.
- Expansion Update-D. Findell presented that we received approval for \$1.9 million dollars for our expansion funding from the federal level. There is a zoom meeting scheduled for Thursday, January 12th at 7pm with Tim Korby to discuss this funding and what steps need to be taken next to secure additional funding and what needs to be done. R. Stork made a motion to have Tina Heidelberger attend and be paid at the rate for special meetings of \$50 and M. Anderson seconded. Motion carried.

Motion made by M. Anderson, second by S. Means to adjourn the meeting at 8:30pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, February 14, 2023

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Tina Heidelberger, and Joe Heidelberger

R. Storck called the meeting to order at 7:00pm

Approval of Minutes: Motion made by D. Findell, second by M. Anderson to approve the January minutes with the proposed corrections/changes. Motion carried.

Wastewater Operator Update:

- Terry was present to introduce himself to the board. He is the Wastewater Operator for other local (Cross Lake/Pokegama, Rush City trailer court, etc.)
- The meter readings were not working correctly the first 6 days of the month Terry discovered. A reboot was performed and started uploading correctly on the 7th.
- Average daily flow rate was 8,076 gallons/day.
- Terry communicated that he feels as if our infrastructure is in good working order.
- Terry will develop a PM (preventative maintenance) list for our district.
- Joe Heidelberger asked Terry if he is seeing other treatment locations using phosphorus to treat, but he is not seeing that currently. This question was raised because when we met with the MPCA they did indicate that we will need to test for phosphorus and make decisions how to carry this out going forward as we look at the expansion and renewing our permit.
- LJJ Wastewater contract is currently under review with our legal counsel.

Chairman of the Board Update:

- R. Storck has reached out our legal counsel requesting him to review the contract with LJJ Wastewater. He was given an approximate estimate of \$500-\$750.
- R. Storck also consulted with legal counsel about the reimbursement for Dennis Wood, and he will review the documentation and provide his professional opinion on how this should be handled.
- R. Storck inquired with our legal counsel about attending a potential special meeting to discuss/address some questions (expansion questions, easements, bylaws). He requested that each board member create a list of questions for the lawyer that we can create a list of under 25 questions to present to him and provide his professional counsel to the board.

Approval of Bills:

- ECE-\$195.87
- HR Green-\$1,540.00
- NCL-\$27.66
- Unity Bank (safe deposit box)-\$35.00
- LLJ Wastewater-\$1700.00
- Sensiphone-\$299.40
- Reimbursement (R. Storck breakfast meeting with Jay)-\$13.47

Motion made by S. Means, second by D. Findell to pay the bills as presented.

Financial Report:

- Current checking account balance (as of 2/14/2023) is \$45,526.80.

- Our investment funds have a balance of \$205,776.69 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$19,737.41.

New Business

- Safe Deposit Box-We will need to add Dean Findell, Matthew Anderson, Paul Slesar, Sue Means, and Rich Storck to the authorized users to access our safe deposit box. Remove Dennis Wood as having access to the safe deposit box.
- Audio System-M. Anderson shared that we have had a buzzing sound with the current audio we are using. We are currently using the equipment that M. Anderson has access to, but he does not have an audio system. Proposed amount is under \$600 (headphones, microphones, mixer, etc.). We would ask for permission to store the equipment at the community center so it is accessible for all board members. All board members present agreed that this would be beneficial to help meet our goals of transparency with our residents. Motion made by D. Findell, second by S. Means to approve. Motion carried.

Old Business:

- Expansion Update-We met with Tim Korby from HR Green as well as the MPCA.
 - Make amendments to current facility plan
 - Funding is available, we need to identify what strings are attached and the process for obtaining this funding. We have not received any official information from the federal government on the funding, so no decisions will be made until these questions are answered.
 - Funding requests to the state have been rejacketed so they will not be looked at until late May
 - Payments were made to board members for the initial special meeting, but payment for the meeting with the MPCA will need to be cut tonight.
- Dredging-S. Means said that they did meet but they have more questions that still need to be clarified and addressed. No updates/decisions made at this time and more information to follow.

Motion made by M. Anderson, second by D. Findell to adjourn the meeting at 8:09pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Sue Means, Director	smeans51@yahoo.com	763-438-0780
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Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, March 14, 2023

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Tina Heidelberger, Doug Knollmaier, Kelli Storck, Al Powers, Colleen Roloff, Tim & Kari Fairclough, and Joe Heidelberger

R. Storck called the meeting to order at 7:00pm

Approval of Minutes: Motion made by P. Slesar, second by S. Means to approve the February minutes with the proposed corrections/changes. Motion carried.

Wastewater Operator Update:

- Terry was not able to attend due to a previous commitment. R. Storck presented the information he provided.
- Terry is working on updating the paperwork with the MPCA on
- Flow rates this month were a high of 14,120 gallons. Low rate was 9,010 gallons/day. Average is 9,950 gallons/day.
- Quarterly testing will need to be done this month. This is a 4-hour composite test that is scheduled for the end of the month.

Chairman of the Board Update:

- R. Storck spoke with our legal counsel, and he did provide some items that need to be updated with some minor verbiage/dollar amounts that he has forwarded to LJJ to make these updates
- We had icy road conditions earlier this month, R. Storck received multiple calls about the road conditions in Shorewood. The township did come out and spread sand, which will cost the district \$250. Other residents in the district also reached out to the township as well.
- Colleen Roloff spoke with the township and would like to see a group of residents to attend a township meeting after we create a committee to address the needs of our district to discuss not just plowing of snow but removal of snow. This committee would also be responsible for identifying areas of repair on our roads as well. Our current contract for plowing with the township provides 45 minutes of plowing currently (this does not include the removal of snow), so we will need to identify how to best maximize this allowance. Committee member volunteers were identified as: Colleen & Rich Roloff, Al Powers, Doug & Sherry Knollmaier, and Matthew Heidelberger.

Approval of Bills:

- ECE-\$175.49
- LJJ Wastewater-\$3578.85
- MPCA-\$345
- MTVL-\$91.76
- Reimbursement-Tina Heidelberger \$583.02 (QuickBooks renewal for Shorewood Sanitary District Account 2023)
- Kelly & Lemmons-\$140 (Land Use Dispute)
- Reimbursement-Matthew Anderson \$580.15 (audio equipment-approved at February meeting)
- Reimbursement-Dean Findell \$124.67 (mileage/time for meeting at capitol for expansion funding)
approved but to be paid with expansion funding

Motion made by T. Fairclough, second by S. Means to pay the bills as presented with the exception of Kelly & Lemons. Payment to D. Findell is approved but will be paid out with future expenditures of expansion funding.

Financial Report:

- Current checking account balance (as of 3/14/2023) is \$44,613.34.
- Our investment funds have a balance of \$204,690.84 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$19,742.40.

New Business

- Expansion Costs: P. Slesar made a motion, second by S. Means to approve current and future expenditures as needed to reimburse board members for activities required for Shorewood expansion. These reimbursements will be paid upon/from release of expansion funding. Motion carried.
- Safe Deposit Box-R. Storck, D. Findell, and S. Means presented the signed minutes to the bank and made the changes to remove previous members and add themselves to the list of authorized users. P. Slesar and M. Anderson will need to go to the bank and plan to be added at a later date.
- Insurance Updates: We will be meeting next Tuesday, March 21st at 7pm to discuss creating a budget to provide expenditures for upcoming year to insurance plan. We were granted a 60-day expansion which will expire 4/24/23.

Old Business:

- Expansion Update-D. Findell attended a meeting at the capitol to present our funding request. Tim Korbe with HR Green felt confident that we will be granted the funding.
- Dredging-S. Means presented that they had a meeting this past Saturday. About 20 homes from the district attended. The decision was made to go away from mechanical dredging and go with a siphoning dredging option, which is less expensive and less invasive to the canal shoreline. More decisions to be made and the DNR will need to be contacted about the wetland to the east of the canal.
- Land Use-P. Slesar inquired about what are plans are for the land that is owned by the district. It was discussed that if the farmer that has rented this land in the past wants to continue renting, he would need to reach out to the board to come to an agreement on rental costs. Otherwise, for now the land will be left as is until a decision can be made at a future time.

Motion made by P. Slesar, second by S. Means to adjourn the meeting at 8:05pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board
Dean Findell, Treasurer
Sue Means, Director
Matthew Anderson, Director
Paul Slesar, Director

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Shorewood Park Sanitary District **unapproved**
Special Meeting: Budget Minutes
Tuesday, March 21, 2023

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Tina Heidelberger,

R. Storck called the meeting to order at 7:00pm

Potential Upgrades with Expansion:

- Buoy-we would possibly look at implementing buoys that monitor levels at the ponds remotely
- Replacing manhole covers
- Fencing at ponds
- Security (cameras, gates, etc.)
- Electric out to ponds
- Upgrades to control panel at pump stations
- Shed (house equipment and materials for treating ponds)
- Lighting

E-Votes

- Discussed implementing using electronic vote via email for board members for any expenses over \$100. Anything under that amount the decision can be made by our President with board notification.

Mailbox

- Discussed installing a mailbox at the pump house vs. keeping the PO box. Tina will reach out to find out what is needed to accomplish this.
- We can also add another mailbox to be used for residents to drop off payments or communication, we would just install another box with a hole and padlock the box.

May Meeting

- Our meeting for May will be moved to Wednesday, May 10th due to the community center being used for voting.
- Tina will post a sign at the pump house to remind residents.

Agenda Items:

- Increase late charges on past due bills?
- Mowing at parks
- Rasmussen Contract
- 2024 Budget-Due October 2023
- Review proposed budget for 2023
- Property Taxes
- Nessel Township funds

2023 Budget Proposal

Mowing-\$3500	ECE-\$2000	Engineering Costs-\$1500	Payroll-\$2500
Postage-\$1700	Quickbooks-\$575	Licensing-\$500	Media-\$250

Legal Fees-\$2500	Insurance-\$2500	Sensiphone-\$300	Quality Flow-\$2000
MTVL-\$3000	Roads-\$2858	Checks-\$95	Parks-\$300
Office Supplies-\$550			

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, April 11, 2023

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member), Tina Heidelberger, and Tim & Kari Fairclough

R. Storck called the meeting to order at 7:00pm

Approval of Minutes: Motion made by R. Storck, second by P. Slesar to approve the March minutes with the proposed corrections/changes. Motion carried.

Wastewater Operator Update:

- Terry shared that we had 4 days of no communication with Sensiphone to transmit data. He needed to have a system reset done and that corrected the issue. The modem was just replaced and upgraded last July, which we can reset this remotely.
- Quarterly testing was completed this month-no issues and all results came back in range. His plan is to discharge in the next week or two.
- Terry is still completing the required paperwork to get everything switched over to his name as the operator, no issues with this process.
- Terry reported that the ponds were very full likely due to the quick thaw.

Chairman of the Board Update:

- R. Storck made a call to our legal counsel about the question regarding reimbursement for the previous operator, no return call yet.
- We had an inquiry from our website about adding information about safety and concussion education and posting information on our website. We do currently have signs posted at our playground about safety, rules, and playing at your own risk.
- Discussed scheduling a spring cleanup for the parks-there are a lot of branches down or hanging in the park that we will need to take care of-no date set yet.

Approval of Bills:

- Jones Construction-\$250 (sanding)
- HR Green-\$185 (treatment plant oversight)
- MTVL-\$154.55 (quarterly testing)
- Tina Heidelberger-\$149.89 (ink/paper reimbursement)
- Chisago County-\$1509.95 (2022/2023 taxes)

Motion made by R. Storck, second by S. Means to approve bills as presented.

Financial Report:

- Current checking account balance (as of 5/9/23) is \$41,353.23.
- Unity Bank has made some changes to security access to our on-line accounts which is creating some issues for Karen Altoff and Tina to log in easily. After talking to the bank, they recommend that we change our account to a commercial/business account. We would need to indicate who should be on the account and access of those members. This would allow each user to have a unique log-in vs. a general login that more than one person uses to access. Motion made by P. Slesar to change account from personal to commercial/business account and add the following users, second by S. Means:
 1. Tina Heidelberger-tina.heidelberger

2. Dean Findell-dean.findell
 3. Rich Storck-rich.storck
 4. Karen Althoff-karen.althoff
- Our investment funds have a balance of \$204,690.84 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$19,742.40.
 - Tina presented the proposed budget that we approved at our special meeting earlier in March as well as expenditures to date. We will need to schedule a special meeting in September to create our budget for 2024 to have it ready for approval at our October meeting.

New Business

- Late Fees-discussed increasing the current late fees that we charge. We currently charge 1.5% finance charge; we will look at this in the future. Discussed giving incentive for paying in full ahead. For now, leave as is. Tina and Matt will work on getting the website up with a payment option, this should help to automate payments for residents.
- Nessel Township-discussion about payments received from Nessel Township. After discussion with Nessel we were informed that part of the snowplowing agreement was that royalties paid to Nessel are sent via check to Shorewood and we are supposed to be sending a check back. Much discussion as we were receiving the checks but were unsure as there was no invoice. Tina will need to reach out to the clerk at Nessel to obtain a copy of the Midco/snowplowing contract and schedule a meeting to discuss. Nessel Township is wanting to back out of the snowplow agreement.

Old Business:

- Dredging-S. Means presented an update. Dennis Frandsen is having the land that he owns surveyed. Once land is dried up more, the Wetland Manager from the county will be looking to see what can be done east of the east channel. They are working on updating the name of the permit holder from Dennis Frandsen to Shorewood Park Sanitary District. Continue to move forward with plans. Dredging is scheduled tentatively for October 2023.
- Mailbox-Tina contacted Nessel Township and there is a \$200 fee to install a swinging post mailbox. We will need to tablet this for future meetings.
- Reviewed proposed contract from Rasmussen Lawn Care. Approved contract as presented motion by P. Slesar, motion carried.

Motion made by P. Slesar, second by S. Means to adjourn the meeting at 8:16pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**
Board Minutes
Wednesday, May 10, 2023

Attendees: Rich Storck (Board Member), Dean Findell (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member) Tina Heidelberger, Kelli Storck, Kari Fairclough, Terry Peterson

R. Storck called the meeting to order at 7:00pm

Approval of Minutes: Motion made by P. Slesar, second by D. Findell to approve the April minutes. Motion carried.

Wastewater Operator Update:

- Terry shared that we have a major issue with inflow somewhere in our system. We had one day with a flow rate of over 39,150 gallons (4/21/23) but has been backing down since those days. Normal flow rate is 10,000-12,000 gallons per day. From monitoring manholes, he had suspicions that it was going to be an issue. Terry feels like it is likely one or two residences that are contributing to the issues, likely from sump pumps being dumped into our system that should not be.
- Terry identified a manhole that needs repair on the lower loop/Lakeview Drive, there is too much flow/leakage and causes the base to disintegrate. There was a residence identified as having inflow, but we will need to write a letter to this homeowner to let them know that this residence has been identified to have constant water flow and the issue needs to be identified and repaired.
- Discussed having Tina and Rich create an email and letter that can be sent to all residents to share the concerns about the challenges we are facing with sump pumps and some education on how we can help to maintain our system.
- M. Anderson made a motion, second by S. Means to complete scoping of Shorewood Circle to identify any potential concerns in our system. Motion carried. Terry expected this to be completed in the next 2 weeks.
- Terry shared that they will be doing some maintenance of the lift station/pumps this month.

Chairman of the Board Update:

- R. Storck shared that Terry had provided him with information about a grant that was available from the MPCA. Application is due 5/15/23. Funding would provide matching funds of \$25K for maintenance. R. Storck asked that all board members review the application.
- R. Storck received a call from a resident on Rush Way (we do not maintain the asphalt, but we do plow). There is a manhole that is low and has been covered with dirt/sand. Motion made by D. Findell, second by M. Anderson to have LJJ make the repair/add rings so the contractor can complete the repairs to the roads in that area.
- R. Storck inquired if we have a copy of the Certificate of Limited Liability insurance on file for Rasmussen Services or not. Tina will reach out to Dean for a copy before our next meeting to have on file. The only other contacted vendor we have is LJJ, which we have a copy of the Certificate of Limited Liability for that vendor.
- Brandon Mell from Nessel Township reached out to R. Storck to schedule an informal meeting with some of our board members to discuss plowing and outstanding Midco royalty payments. Motion made by P.Slesar to pay up to \$4000 in owed Midco royalties (agreement was in place that Nessel would receive royalties from Midco and a check would be sent to SSD and we would return the funds in exchange for plowing signed by Dennis Wood 10/21/2004). It is likely that Nessel township is going to want to stop plowing services for our district, this will have a large financial impact on our district if this happens.
- Road repairs discussed; our proposed budget is \$29,000. R. Storck is looking for volunteers to take over this task of identifying areas for repair, preparing an RFP, work with a vendor to obtain a bid for the repairs, and work with the vendor to get repairs completed. P. Slesar volunteered to take on this responsibility. R. Storck will provide a list of the volunteers from our road committee volunteers to work with P. Slesar.

Approval of Bills:

- League of Minnesota Cities-\$1,672.00 (insurance renewal)
- LJJ Wastewater-\$1700 (wastewater operator-May 2023)
- Kelly & Lemons-\$352.22 (preparation for annexation of property) **do not pay until R. Storck can follow up with law firm, this needs to be addressed.
- Matthew Anderson-\$17.21 (reimbursement for hardware for signs) *park budget*

Motion made by D. Findell, seconded by S. Means. Motion carried.

Financial Report:

- Current checking account balance (as of 5/10/2023) is \$43,665.00
- Updated budget was emailed to board members and posted at the pump house.
- Our investment funds have a balance of \$204,551.61 (bond matures 1/19/2027 at a rate of 2.75%) and our cash value account is currently at \$19,754.97.

Old Business

- Expansion update is still on hold while we wait for information on Stauber's funding, but we still have no guidelines or information on how this funding works, or any strings attached to this funding. No updates from D. Findell, they are still waiting for an update on bonding bills regarding potential funding.
- S. Means provided an update on the channel. Dennis Frandsen had a survey done on both channels and would like to deed this to an entity (possibly DNR or Shorewood Sanitary District), the land under the channels is legally in Dennis Frandsen's name. Questions about taxes on this land if it is deeded to SSD, currently there are no taxes paid on this land under the channel. Discussed if we need to consult with our lawyer and who would be responsible for this charge. R. Storck asked if the channel residents would take on those charges, decided that we would wait to consult until more information is obtained. We are waiting for permits and name changes. Question of if the sediment that is siphoned can be dumped and where, we need a written plan of where this will be dumped per R. Storck.

New Business

- Kari Fairclough raised the concern that the previous operator/chair was receiving reasonable compensation, but the current chair (R. Storck) is not receiving any compensation for the time put into this role. She would like to discuss implementing a monthly stipend for the role of the Chairman position, possibly creating a position. With no compensation in place, it can make this difficult to fill this role in the future. P. Slesar noted that the stipends have not been addressed/updated in over 25 years, which can prompt people to get more involved. There was agreement across the board that this needs to be addressed. Terry from LJJ shared what some other local associations/sewer districts are paying board members/fees. Rescinded the motion by P. Slesar to plan a special meeting for 5/23/23, decision was made to add to the regular agenda next meeting. Tina will obtain wages from other townships, boards, etc. to present at the next meeting. Kari Fairclough would like to see any changes to compensation for the Chairman position to be retroactive to the start of his position as chairman.

Motion made by D. Findell, seconded by M. Anderson at 8:14pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Sue Means, Director	smeans51@yahoo.com	763-438-0780
Matthew Anderson, Director	shorewoodanderson@gmail.com	612-432-0213
Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, June 13, 2023

Attendees: Rich Storck (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member) Tina Heidelberger, Kelli Storck, Kari Fairclough, Tim Fairclough

R. Storck called the meeting to order at 7:15pm

Approval of Minutes: Motion made by M. Anderson, second by P. Slesar to approve the May minutes. Motion carried.

Wastewater Operator Update:

- Terry was not able to attend, working on a lift station at a different location. R. Storck presented in his absence.
- Televising of lines was completed in Shorewood, some areas of concern were identified of having sediment/sand that needs to be jetted. This will be completed within the next month by Terry. This will mean that 90% of our infrastructure has now been televised and cleaned within the last 2 years.
- Spring maintenance was completed on the lift stations. Lift stations did need to be cleaned of debris, which appears to not have been done in several years.
- He will be providing a bid on the manhole that needs to be repaired that is in lower Lakeside Circle. We have 2 homes also in that area that have inflow that need to be addressed.
- Flow rates were a low of 11,250 gallons/day and our high was 16,350 gallons/day for the month of May.
- Quarterly testing is due this month and will be completed (4-hour composite test)

Chairman of the Board Update:

- Contact with LJJ has been completed and fully executed.
- Met with Nessel township (Brandon Mell/Michelle Mies) to discuss road plowing. They have said that the township does want to drop the contract with Shorewood and all past due payments were brought to date. They are looking for us to create a proposal of ideas for how we can continue to work together. We have obtained bids from 2 different vendors, but both are in the range of approximately \$300 per snow event of more than 2". The feedback from Nessel township was that they receive a number of complaints from residents of Shorewood, and we are not regulated to follow their plowing guidelines. We need to educate our residents about the fact that plowing is not something that we are paying out of pocket for currently other than the royalties from Midco. They shared that because of a confrontation one of their plow drivers had with a resident, this employee quit on the spot. There is a state statute that a township cannot provide plowing for private roads (which Shorewood is private) without paying the current rate for plowing services. Currently Rush Way does not pay for road services, but they are part of the district that is getting plowed, so we will need to assess this in the future.
- The Rush Way manhole was repaired and R. Storck followed up with Mr. Ertz to get the road completed.
- Expansion did not receive any state funding in the last session. We do still have the federal funding, but we have not confirmed what strings are attached to this money. The residents working on the expansion have a meeting set for next Tuesday. Board members are not expected to attend but R. Storck, Paul S., and Dean F. will be attending to provide continued support towards the possible project. Our current permit that needed to be renewed in 2019 has been put on hold with the expansion, but we will need to decide how much longer we will put this off before a decision is made on the expansion.

Approval of Bills:

- LJJ Wastewater-\$3950 (televiser lines, cleanup, manhole repair)
- Rasmussen Services- \$536.88 (May mowing)
- Kelly & Lemons-\$350.00
- MTVL\$132.55
- ECE-\$272.72

Motion made by P. Slesar, seconded by S. Means. Motion carried.

Financial Report:

- Investment account updates: \$204,144.74 in our investment funds and \$19,761.66 in our available cash account.
- Copies of proposed budget and expenditures to date were provided to the board, the only pending update was to add the royalties paid to Nessel Township from Midco royalties.

Old Business

- Channel update: Sue shared that they had a meeting this past month. Discussed dumping sediments in Shorewood, they will be creating a plan to present to the board by August. Frandsen stressed the importance of getting the land deeded to an entity. P. Slesar checked with LOMC on if the land is deeded to SSD, there should be no concern about having the land under the channels deeded to SSD. Sue received a call from a channel homeowner that they would like to have a vote from residents allowing SSD to receive the deeded property, motion was tabled until a vote can be obtained. Tim and Sue are meeting with the DNR this week to discuss the status of the permits and have the name changed to SSD. The contractor toured both channels today and layout of yards.
- Expansion update: Addressed by R. Storck in the Chairman update.
- Road repairs: R. Storck will provide P. Slesar with a couple of names of possible residents to assist, this needs to be addressed ASAP. Areas need to be marked and separated by streets/areas and obtain a bid. Suggested using Premier Outdoors as we have in the past as they have been competitive with pricing and allowed us to pay the amount due over a period vs. one lump sum.
- Nessel Township/Plowing: This was addressed by R. Storck in the Chairman update.

New Business

- Shorewood newsletter: Tina presented a draft as a starting point. We need to include information on the sewer system, changes to our board, a change in wastewater operator vendor, plowing, etc. Discussed having a newsletter shared quarterly. R. Storck would like to see sharing the importance of our flow rates and how this tie into our homes and value our homes directly. This is also a forum that we can use to share information about plowing requirements for future regarding fish houses being parked alongside the roadways, property markers that are not breakaway, and vehicles parked alongside the roads. Goal is to have each board member be tasked with providing Tina an update on an assigned area by July 1st as follows:
 - Sue Means-Channel Update
 - Paul Slesar-Road Update
 - Rich-Sewer Update
 - Dean-Expansion Update
 - Matt-Technology/Website Update
- Wage Study-Tina shared a wage study. R. Storck asks that all board members review this information. Kelly Storck suggested combining the role of the clerk/treasurer to be more in line with the duties performed.
- Shorewood land: The land that is jointly owned has not been planted. Motion made by S. Means and second by M. Anderson to spray the 2-acre lot with RoundUp and reimburse Joe Heidelberger \$150. Motion passed.
- Dennis Wood reimbursement-P. Slesar reached out to our legal counsel about the reimbursement to Dennis Wood for the continuing education classes that he attended but had resigned from his position prior to attending. There was frustration expressed over this request as this is money coming directly from our residents/neighbors' pockets M. Anderson states that it would be in our best interest to avoid any additional cost to our residents and pay the \$500 to Mr. Wood. By doing this, we should not have any future interactions with Mr. Wood about reimbursements. M. Anderson made a motion to pay Dennis Wood the \$500 for the classes taken, second by P. Slesar, motion carried.

Motion made by M. Anderson, seconded by S. Means at 8:37pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board
Dean Findell, Treasurer
Sue Means, Director
Matthew Anderson, Director
Paul Slesar, Director

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Shorewood Park Sanitary District **approved**

Board Minutes

Tuesday, July 25, 2023

Attendees: Rich Storck (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member), Dean Findell (Board Member), Tina Heidelberger, Kelli Storck, Kari Fairclough, Tim Fairclough, George Folk, Joe Heidelberger, TJ Knactel, Jim Ertz-Frandsen Corporation, Craig Mills-DNR

R. Storck called the meeting to order at 7:00pm. Roll call followed.

Approval of Minutes: Motion made by P. Slesar, second by M. Anderson to approve the June minutes with the proposed changes by P. Slesar and S. Means. Motion carried.

Wastewater Operator Update:

- Terry was not able to attend, R. Storck shared his updates in his absence.
- Flow rates from past month: 13,043 gallons/day high and 9,088 gallons/day low.
- Terry has been working on treating the duckweed at the ponds, this is covered under his service/maintenance agreement.
- We will need to obtain a bid for the discharge culvert and manhole cover in the lower circle that needs repair/replacement.

Chairman of the Board Update:

- R. Storck wanted to discuss that in the future when we must change the date/time of a meeting it would be the responsibility of the board members able to attend to would notify any potential guests and someone should be on site to alert attendees of the change of date as well as posting on the website.
- R. Storck met with Brandon Mell in Nessel Township to discuss plowing services. We did receive a letter terminating the current contract. R. Storck presented a proposal to the township based on average snowfall, current Midco royalties, and identifying the potential shortfall of funds to cover this service (roughly \$2000). We have obtained bids from other plowing services, but the pricing varies greatly based on the level of service. They will be responding with a proposal to the information Rich provided and until we have the response from the township, we cannot decide on how to proceed with the best option for our residents. Regardless of the decision going forward, we will need to set some guidelines for our residents on expectations from the plowing service (i.e., property markers that are not breakaway, vehicles/equipment parked alongside the road, mailboxes, etc.) We will need to take these new costs into our upcoming budget and plan for the additional cost. The next township meeting is scheduled for the same night as our next meeting, P. Slesar suggested having a board member or residents attend the next meeting, but R. Storck felt as if we should wait and see how they respond first before we react.
- Newsletter-Information is still needed from board members, our next goal would be to print/share with residents 9/1/23.
- Expansion updates-they met with HR Green, and we need a solid estimate on the total cost for homeowners so they can make an educated decision. They also learned that the grant that we do have available for our district is an 80% grant for whatever that total cost would be for the expansion. D. Findell and Becky Meyers (resident in the expansion area) are working with Tim Korby from HR Green to get a more accurate number of the total cost. Next step will be for D. Findell and B. Meyers will be to contact each homeowner and obtain an answer on whether they are in favor of moving forward with the expansion or not. We want to have 100% responses from the homeowners in the expansion. This would include 23 homes/lots. Residents can respond by using the district website and sending a message under the "contact us" tab option.

Approval of Bills:

- LJJ Wastewater-\$1700.00 (monthly service charge)
- Rasmussen Services- \$585.19 (June mowing)
- MTVL-\$313.50 (testing/labs)
- ECE-\$157.63 (June) \$154.98 (July)

- Kelly & Lemmons-\$105 (conversation with Paul Slesar regarding Dennis Wood request for reimbursement)
- Paul Slesar-\$23.60 (reimbursement for road repair supplies) *motion made by D. Findell to approved, seconded by M. Anderson. Motion carried.

Motion made by M. Anderson, seconded by P. Slesar to approve bill as presented. Motion carried.

Financial Report:

- Investment account updates: \$203,124.37 in our investment funds and \$19,768.14 in our available cash account.
- Current checking account balance is \$66,384.71.
- We received a deposit from Chisago County in the amount of \$9,609.93 for collections on past due bills that were assessed to residents.
- Received check from Nessel Township for Midco royalties in the amount of \$264.74. Requested motion to authorize check back to Nessel Township for that amount, motion made by D. Findell, seconded by S. Means. Motion carried.

Old Business

- Channel update: Jim Ertz was in attendance on behalf of Dennis Frandsen and to present the deed for the land in the channels currently owned by Dennis Frandsen to be transferred to Shorewood Park Sanitary District. Craig Wills with the DNR was also in attendance to answer questions and explain the process of how to proceed with this project now that the land underwater in the channels has now been deeded so generously by Dennis Frandsen. S. Means made a motion for Shorewood Park Sanitary Park has accepted to be the entity and accept the transfer of all deeds and permits associated with Shorewood Park Sanitary District and channels. P. Slesar seconded the motion. Motion carried.
- Expansion update: Addressed by R. Storck in the Chairman update. D. Findell added that they have composed a letter to be emailed out to residents with B. Meyer. They have obtained email addresses for all expansion residents and D. Findell hand delivered a letter to the one resident that they were not able to contact otherwise. P. Slesar recommended that maybe we send the letter via certified mail to those residents who have not responded. R. Storck will provide D. Findell with the mailing address based on the county website address for the property tax ID.
- Road repairs: Thank you to P. Slesar and George Folk for the work that they put in to getting our road repairs addressed. George Folk provided a letter via email to R. Storck with the areas identified that need repair. Discussed that we cannot decide to approve until we receive the bid from Premier Paving, George stated that this will be sent ASAP. Estimated cost is approximately \$25,000, which is just under our road budget for the year. There is an additional 200' that is not included in the proposed repairs, but that can possibly be addressed in the future. Premier Paving states that if we can decide soon, they will be in Rush City doing repairs and we could get scheduled to have the areas milled next week. P.Slesar raised the question of have we been quoted the same pricing as Rush City and the best price possible. The discussion was that because we are a smaller volume in comparison to Rush City, we would likely not have the same pricing.
- Wage study-We will need to schedule a budget meeting for the 2024 year and at that time we can discuss looking at wages in addition to any other additions to the budget (mowing, snow removal, etc.) and we need to have the budget approved prior to October 2023 for the upcoming year. Discussed a potential meeting for Tuesday, August 22nd to address budget. P. Slesar will be reviewing the bylaws to ensure that we are not missing any additional requirements from the board (annual meeting, elections, etc.)
- Nessel Township/Plowing: This was addressed by R. Storck in the Chairman update.
- Website update: Matt has updated the website with all the flow rates for residents to view. No other major updates currently.

New Business

- Pete Stauber will be visiting Shorewood Park Sanitary District and tour our neighborhood to discuss the grant that he has made available to our district for expansion on August 9th.

- Shorewood Sign- Dennis Wood owns the land that the Shorewood sign currently sits on as you enter the neighborhood. He sent a text to R. Storck asking that the residents and youth that had volunteered to mow and take care of those areas stop and is asking that SPSD pay a vendor to mow and maintain this area. He is proposing that Shorewood Park either pay rent to him for this land for \$1000/year or we could purchase this land from him. We do not own the sign as a district, this is privately owned by Mr. Wood, so we are looking for feedback from residents on how they would like us to proceed. As a district, we have been maintaining this land for several years by volunteers and could be an argument of adverse possession, but this would again cost the residents legal fees. There was a lot of frustration voiced over the requests from Mr. Wood as this is once again coming at the cost of our residents. Jim Ertz did provide some suggestions, but we will need to add this to our next meeting agenda to discuss further, he is asking for a decision within 45 days. We have many options, but we need feedback from our residents on how they would like to see this handled.
- Mowing-M. Anderson shared pricing estimates on if we were to hire out for mowing of the parks. Much discussion about the cost, frequency, budget, etc. We will add this to our upcoming budget meeting agenda so we can discuss it further and if needed, build this cost into our 2024 budget.
- Video/Audio Equipment Storage-request was made for the supplies stored at the Community Center to be put in smaller bins to allow staff to move this equipment easier. Motion made by P. Slesar to purchase 2 smaller totes to spend up to \$50, seconded by S. Means. Motion carried.
- National Night Out-plan made for a neighborhood night out on Tuesday, August 1st in the park. Tina will create flyers; Matt will post on the website. We will ask residents to bring ice cream treats to share starting at 6pm.

Motion made by P. Slesar, seconded by S. Means at 8:25pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**

Board Minutes

Tuesday, August 8, 2023

Attendees: Rich Storck (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member), Dean Findell (Board Member), Tina Heidelberger, Margie McCall, and Terry Jones

R. Storck called the meeting to order at 7:03pm. Roll call followed.

Approval of Minutes: Motion made by P. Slesar, second by M. Anderson to approve the July minutes with the proposed changes by P. Slesar and S. Means. Motion carried.

Wastewater Operator Update:

- Terry was in attendance and presented updates. Overall things are going well, and things have been quiet.
- Flow rates from past month: 18,890 gallons/day high and 7,830 gallons/day low.
- Terry reported that the duckweed problem is looking better, he is using a product recommended by the MPCA. Weeds have been treated by Rasmussen, so that was also looking good at the ponds.
- R. Storck discussed obtaining a bid on replacing the discharge culvert on ditch #8 and the manhole cover in the lower circle.
- There was discussion about the potential replacement of the control panels/valves of our current equipment as it is quite outdated. R. Storck inquired if there are possible rebates available to the district for these upgrades/replacements. Terry estimated the cost to be around \$25,000.

Chairman of the Board Update:

- Plowing Update: no updates with the plowing proposal, Nessel township is meeting tonight at the same time. Joe Heidelberger is attending that meeting and will provide any updates. We are hopeful that we will be receiving a response to the proposal that R. Storck has provided.
- Expansion updates-Pete Stauber was on site today to tour the ponds and take some pictures. Letters have been sent out to the residents in the expansion, so far the votes are 8 in favor, 2 against.

Approval of Bills:

- LJJ Wastewater-\$1700.00 (monthly service charge)
- Rasmussen Services- \$322.13 (July mowing)
- Tina Heidelberger-\$162.00 (reimbursement for printer ink)

Motion made by D. Findell, seconded by P. Slesar to approve bills as presented. Motion carried.

Financial Report:

- Investment account updates: no new updates/statement since our last meeting
- Current checking account balance is \$65,287.41.
- Copies of updated budget and YTD expenses were distributed. One change was made to move the money paid to Dennis Wood of \$500 to licensing vs engineering costs.
- Discussed the need for Althoff and Associates to provide our accounting services or not, we will discuss at a future meeting but something for board members to think about as we move forward. Tina will provide copies of the quarterly reports that they provide at our next meeting.

Old Business

- Channel update: No changes since our meeting 2 weeks ago. Tony from Waterways and Craig Wills from the DNR were on site on Monday and toured the channels as the DNR needed some more information as this dredging machine/technique is new to the state. Permits have been updated; we just need to submit them for approval.
- Expansion update: D. Findell sent the email about a straw vote on residents' attitude towards the expansion. We will give residents until 8/14 and then reach out to the residents who have not responded by that point.
- Road repairs: P. Slesar requested a bid from 2 other companies, Diversified came in very close to the bid from Premier. North Oaks was almost double what the other 2 companies had bid on. R. Storck is

requesting a more detailed bid of what service will be provided by Diversified before a final decision is made.

- Nessel Township/Plowing: This was addressed by R. Strock in the Chairman update.
- Website update: No new updates. Residents are using the website to provide feedback on the expansion as well as ideas for the Shorewood sign.
- Shorewood Sign: We will table this for a future meeting, we are starting to receive feedback from residents on how they would like to handle this situation.
- Mowing: We will be adding this to the agenda for our budget meeting to address at that time. R. Storck thanked the residents in the neighborhood who cleaned up the trees/brush that was down in the parks and got it cleaned up quickly-THANK YOU!! We love seeing our neighborhood being so well cared for.
- Shorewood Night Out: Sue reported that we had a great turnout, around 40 residents. It was great to see everyone visiting enjoying the weather and meeting new faces. Chisago County had 2 deputies attend and pass out some items for kids, which was also a great addition to the evening. We will work on plans for next year in the spring! One item suggested for next year was to provide nametags.

New Business

- Budget Meeting-meeting is scheduled for August 22nd to discuss the 2024 budget. P. Slesar has discussed some of the bylaws that require us to post the approved budget in the local paper, date that it should be completed, etc. There was much discussion about the fact that our bylaws are extremely outdated and how they have not been followed for the past 20+ years and how we can update these in the future to better reflect the current needs of our board and residents. Discussion was brought up about making motions to make changes to current bylaws and possibly seeking legal council on what we are required to do as a special district. We will discuss further at the August 22nd budget meeting/working meeting.

Motion made by M. Anderson, seconded by P. Slesar at 8:04pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board
Dean Findell, Treasurer
Sue Means, Director
Matthew Anderson, Director
Paul Slesar, Director

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Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, September 12, 2023

Attendees: Rich Storck (Board Member), Sue Means (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member), Dean Findell (Board Member), Tina Heidelberger, Margie McCall, George Folk, Tim Fairclough, Kari Fairclough, Kelli Storck, Colleen Roloff, Rich Roloff, and Joe Heidelberger

R. Storck called the meeting to order at 7:06pm.

Approval of Minutes: Motion made by D Findell, second by P. Slesar to approve the August minutes with the proposed changes. Motion carried.

Wastewater Operator Update:

- Terry was not able to attend but provided updates for R. Storck to present at the meeting.
- Flow rates for August were a low of 9,200 gallons/day and high of 13,900 gallons/day averaging out at 11,000 gallons/day.
- Monthly maintenance performed (cleanout of the lift station, etc.)
- With fall approaching we will need to start planning for the transfer of the ponds from our primary to our secondary pond, this is done twice per year (spring and fall). This will also be time for our schedule I&I testing (quarterly)

Chairman of the Board Update:

- Plowing Update-Nessel Township did present a draft for a proposal, which was forwarded to the board members. We did request some changes to the contract (i.e., termination of service timelines). Brandon Mell with the board met with R. Storck to tour the park so he could visualize the areas needing plowing. We will be using the royalties from Midco (approximately \$3000-\$4000/year) and once those royalties have been used up, Shorewood Park will be responsible for the plowing, and we will be charged an hourly rate for the time needed to complete the plowing. Fielded questions from residents about bidding, which we did obtain multiple bids based on average snowfall which averaged \$300/plow. George Folk provided a bid for plowing from an outside source, but this party was not interested in providing services. We will only have 2 authorized board members to authorize salting/sanding-R. Storck and T. Heidelberger. We will also need to meet with the township to establish clear expectations of how to meet their needs so they can plow the roads most efficiently (i.e., grouping mailboxes, only plastic road markers, no parking on roadside, etc.) Nessel Township has agreed to continue to provide plowing services to our residents, we will now be responsible for covering the cost.
- Joe Rath from LOMC reached out and requested a tour of the ponds and equipment as part of a review for insurance services. R. Storck, P. Slesar, and Terry Jones will accompany the insurance rep on 9/23/23 to survey all equipment and property. This is done every 7-10 years to assess our cost for services of insurance.
- Sign Update-all votes that have been submitted to the website have not been in favor of leasing the sign/land. We will be rejecting the proposal. R. Storck will follow up with Mr. Wood to let him know that we do not accept the proposal.

Approval of Bills:

- USPS-\$82 (PO Box rental)
- Rich Storck-\$45.90 (replacement parts for playsets in parks)
- Rasmussen Services LLC-\$692.57 (August mowing)
- USPS-\$369.20 (stamped envelopes)
- LOMC (League of Minnesota Cities)-\$2,221.00 (membership dues) ***motion to hold per P. Slesar, second by S. Means*
- ECE-\$156.52

Motion made by S. Means, seconded by M. Anderson to approve bills as presented except for the LOMC bill.
Motion carried.

Financial Report:

- Investment account updates: no new updates/statement since our last meeting
- Current checking account balance is \$61,064.
- We received a letter from the IRS that we had not paid our quarterly payroll taxes and were \$259 in arrears. Tina spoke with Althoff & Associates, she was aware and had made the correction and payment. There was discussion about the need to continue services through Althoff or not and if this is a requirement for auditing purposes. For the first time since the start of the district, we have a budget and are striving to be as transparent as possible with our residents.
- P. Slesar questioned if there was a minimum balance that is required in our investment accounts, D. Findell was not aware of any minimum balances.
- T. Heidelberger presented the idea of investing a consistent amount each month to raise funds for the district. Now that we are working on our upcoming budget, it might be in the best interest of the residents to look at other ways to increase our savings. We currently do not invest any money other than receiving the interest on the money in our investment account. Possibly looking at purchasing a bond.

Old Business

- Expansion Update-D. Findell provided an update, we still have a couple of residents that have not responded. There is a push from the grant writers to get moving on this, but we need to wait until we have responses from all residents. R. Storck said that we want those residents in the expansion to be involved in making the decisions on the budget.
- Road Updates-P. Slesar provided an update on the roads with George Folk. They are pleased with the work provided by Premier. Discussion about areas for the next year that we need to address next year. Question from resident inquiring about how decision is made of what areas will be repaired, R. Storck provided feedback that residents can use the website to submit an inquiry if they have an area of concern, they can alert the board and they will add that to the areas to be reviewed. Another question from a resident about the asphalt that was added to a residence in front of his mailbox, question was addressed by P. Slesar that this was paid for by the resident last year.
- Dredging Update-S. Means provided an update that the dredging is currently on hold. The DNR has not used this form of dredging to date and has concerns about not being able to see this process firsthand. We can have our deposit put towards future work, but currently it will not be done this fall until the DNR can research this further. The cost for the permit will be going up next year, this was confirmed by S. Means and Tim Fairclough. There was much discussion about why the Sanitation District is involved with the dredging (as well as roads and parks). George Folk raised the point of possibly creating a separate corporation for the roads, channels, and parks and is having two sets of bylaws created for this purpose. Discussion went back and forth about this subject.
- Budget-meeting set for Tuesday, September 26th at 7pm at the Community Center to discuss the budget for next year. We will need to obtain feedback from the community about hiring out mowing services- there as discussion about this as well with inquiries as to why we would hire out this service. A resident provided the feedback that she would rather see that money go towards repairing roads. We are asking residents to provide their feedback on the website on this subject. Also questions about posting minutes, which we do email to residents who have requested them, but they will always be one month behind because we do not release "unapproved" minutes so if you want to obtain the most current information, we suggest that you view the meeting online on the website at shorewoods sanitation.org. This website information will be added to the bottom of the statements for residents to reference where to find our website as well.

New Business

- Manhole Repair/Ditch Maintenance- Bids provided for repairing manhole in Lakeview Circle and repair where ponds discharge into the ditch for a total of \$2300. P. Slesar asked if the ditch would be the responsibility of the county or not, discussion about how we are responsible for the area leading up to the ditch so this repair would fall on SPSD as it is our discharge pipe, not the ditch. Motion to approve from D. Findell, second from P. Slesar.
- I&I Letter-Tina Heidelberger provided a draft for a letter to residents who have been identified as having I&I when we scoped our system. This letter will go out after the newsletter, as this is mentioned in the

newsletter so we want to ensure that residents are aware that these letters will be going out to homes affected. Motion for approval D. Findell, second by S. Means

- Newsletter-P. Slesar made a motion to approve sending newsletter to residents with the 10/1/23 bills, second by S. Means.
- Bylaws-P. Slesar cited section 5 of our current bylaws regarding board members being appointed vs. elected. P. Slesar submitted his 10 nominations signed by residents as well as S. Means and Michelle Leifeld. There was much discussion about new bylaws and how elections should be conducted, length of positions, and how much of the current bylaws are not being followed or even pertain to our special district. It was decided to create a committee to review our bylaws and create a new set of bylaws.

Motion made by D. Findell, seconded by P. Slesar to adjourn meeting at 8:50pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Sue Means, Director

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Matthew Anderson, Director

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612-432-0213

Paul Slesar, Director

shorewoodslesar@gmail.com

763-232-7755

Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, October 10, 2023

Attendees: Rich Storck (Board Member), Matthew Anderson (Board Member), Dean Findell (Board Member), Tina Heidelberger, Tim Fairclough, Kari Fairclough, Kelli Storck, Colleen Roloff, Rich Roloff, Chris Aadalen, TJ Knatchel, Terry Johnson, Michelle Leifeld

R. Storck called the meeting to order at 7:06pm. Roll call read.

Approval of Minutes: Motion made by D. Findell, second by M. Anderson to approve the minutes with the proposed changes. Motion carried.

Wastewater Operator Update:

- Terry was present to update board on the month of September.
- With the large rainfall, we had a high flow rate of 24,900 and a low of 12,000. Resident posed question about if this spike after large rainfall is typical or not, Terry explained that yes, it is common due to sump pumps running, runoff, I&I, etc. If an additional discharge is required, he would need to notify the MPCA.
- Terry has started the process of discharging from the primary pond to the secondary pond, expects to test next Monday and discharge next Wednesday.
- Quarterly testing has been completed for September.

Chairman of the Board Update:

- Budget meeting was held in September, updates to follow.
- Conversations/emails with expansion committee, trying to set up a meeting for later this week to plan for next steps.

Approval of Bills:

- ECE-\$152.57
- Rasmussen-\$322.13 (September mowing)
- Sensaphone-\$299.40
- LJJ Wastewater-\$1700.00
- LOMC (League of Minnesota Cities)-\$2,221.00
- Tina Heidelberger-\$15.57 (reimbursement for copy paper)

Motion made by D. Findell, seconded by R. Storck to approve bills as presented. Motion carried.

Financial Report:

- Investment account updates: no new updates/statement since our last meeting
- Current checking account balance is \$47,209.77.
- A proposed budget for 2024 was presented. There was lengthy discussion about the proposed expenses and how we can best cover these costs. We do anticipate an increase in monthly fees, which we have not increased our fees in several years. Proposed budget numbers are as follows for 2024, M. Anderson made a motion to approve the proposed budget, D. Findell seconded. Motion carried.

SHOREWOOD SANITARY DISTRICT 2024 PROPOSED BGDGET

	Proposal 1	Proposal 2
EMPLOYEE COSTS		
Monthly Meeting-Wages	\$ 3,000.00	\$ 3,000.00
Expansion Meeting-Wages	\$ 1,000.00	\$ 1,000.00
Special Meeting Wages	\$ 750.00	\$ 750.00
Clerk/Secretary Wages	\$ 9,600.00	\$ 9,600.00
Payroll Taxes (state and federal)	\$ 2,000.00	\$ 2,000.00
OPERATING COSTS		
MTVL	\$ 1,500.00	\$ 1,500.00
Lawn Services-Rasmussen	\$ 3,500.00	\$ 3,500.00
Engineering Costs	\$ 20,400.00	\$ 20,400.00
Pump Station (repairs/maintenance/updates)	\$ 12,500.00	\$ 12,500.00
League of MN Cities	\$ 2,500.00	\$ 2,500.00
Postage	\$ 1,000.00	\$ 1,000.00
Office-Paper & Ink	\$ 500.00	\$ 500.00
Sensiphone	\$ 350.00	\$ 350.00
QuickBooks Subscription	\$ 600.00	\$ 600.00
MPCA (Licensing)	\$ 500.00	\$ 500.00
East Central Energy	\$ 1,800.00	\$ 1,800.00
Althoff & Associates	\$ 1,200.00	\$ 1,200.00
Safety Deposit Box Rental-Unity Bank	\$ 75.00	\$ 75.00
Insurance	\$ 2,500.00	\$ 2,500.00
Legal Fees	\$ 1,500.00	\$ 1,500.00
Property Taxes	\$ 866.00	\$ 866.00
Checks	\$ 50.00	\$ 50.00
Media/Website	\$ 350.00	\$ 350.00
ROADS		
Plowing	\$ 10,000.00	\$ 10,000.00
Repairs/Maintenance	\$ 29,000.00	\$ 29,000.00
PARKS		
Updates/Maintenance	\$ 500.00	\$ 500.00
Mowing	\$ 4,000.00	\$ 4,000.00
INVESTMENTS		
Investment Account TBD		\$ 3,215.00
MONTHLY TOTAL		
<i>Total Proposed Expenses</i>	\$ 111,541.00	\$ 114,756.00

Current Revenue	\$	91,836.00	\$	91,836.00
Revenue with Proposed Increase		\$114,756.00		\$114,756.00

Old Business

- Expansion Update-D.Findell and R. Storck will be meeting later this week to plan time to meet with the residents and develop a budget. The more involvement from the residents in the expansion will help to keep costs down for these residents, so we are leaning on these residents for their involvement and support.

New Business

- Bylaws-M. Anderson presented an update. Currently the committee is working on section 2 of the current bylaws. Thank you to Kari Fairclough for her time invested in researching current bylaws. M. Anderson proposed expunging the current bylaws that we are following because they are from 1988, which are outdated and no longer enforceable and proposed to follow the current Minnesota state statutes. R. Storck seconded the motion, motion carried. Articles will be posted on the district website.
- On-Line Payments-Tina is creating a reference to include in the monthly statement to help guide residents through the process of using our new on-line payment option.
- Late Fees-Discussion of the current rates for our late fees for past due accounts, motion made by R. Storck, seconded by M. Anderson to institute a 5% late fee for any accounts 30 days or more past due. Motion carried.
- Meeting Minutes-Tina proposed the idea of eliminating the reading of the previous minutes at our monthly meetings. Copies of the minutes would be reviewed by the board members prior to the meeting and still require approval at the meeting. Motion to eliminate the presenting of the minutes by D. Findell, seconded by M. Anderson. Motion carried.
- Q&A-M. Anderson proposed that we implement a Q&A session at the end of the meeting and allow attendees to share any questions. Board members still can ask attendees for any feedback, but otherwise all questions would be moved to the end. Motion by R. Storck, seconded by M. Anderson. Motion carried.
- Folk/Rossi Survey-briefly discussed the survey being circulated. R. Storck wanted to say that the board has not requested any additional assistance and we are confident that we can continue to serve the district with our current board. The emails were not shared with these residents, these were taken from previous emails to residents.

Motion made by D. Findell, seconded by M. Anderson to adjourn meeting at 8:15pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

Richard Storck, Chairman of the Board	shorewoodstorck@gmail.com	612-919-5119
Dean Findell, Treasurer	dean.findell@gmail.com	763-222-3050
Sue Means, Director	smeans51@yahoo.com	763-438-0780
Matthew Anderson, Director	shorewoodanderson@gmail.com	612-432-0213
Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, November 14, 2023

Attendees: Rich Storck (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member), Sue Means (Board Member), Tina Heidelberger, Tim Fairclough, Kari Fairclough, Michelle Leifeld, Mike Mezaros.

R. Storck called the meeting to order at 7:05pm. Roll call read.

Approval of Minutes: Motion made by P. Slesar, seconded by S. Means to approve the minutes. Motion carried.

Wastewater Operator Update:

- Terry was not able to attend due to a previous obligation.
- He has completed the discharge of ponds in late October, no issues reported. He reports that the system looks good heading into winter!
- High flow rate of 21,400/gallons on 10/14 low 9650 gallons/day.

Chairman of the Board Update:

- Plowing contract has been executed. Based on the current agreement, R. Storck and a board member will meet with the township yearly to ensure that we are on the same page. The email and contract created by R. Storck that outlines the expectations of homeowners was sent to all residents with email addresses on file and was posted on our website. Our biggest concern is obstructions for the plow driver (garbage cans, fish houses, yard markers, etc.)
- A committee has been formed for the expansion. There has been one meeting in the past month with another meeting expected for November. D. Findell is leading this committee and will update the board as there are new developments. There is approximately \$30K in paperwork that must be completed to access the grant. R. Storck confirmed that the letter of engagement sent 2 years ago is still valid with Northland Securities.
- R. Storck has been communicating with Kelly & Lemmons, PA on getting an idea of what expenses will be incurred with the expansion, there has been a lack of timely responses and when we did receive a response the bill received was quite high for the level of service provided. R. Storck has communicated that we need clearer and more timely communication if we plan to work with this firm going forward.
- Letters were sent to residents who were identified as having I&I issues when the system was scoped. One of the residents has been working with the homeowner on identifying where the issue is coming from in his system. The homeowner has been very receptive to working with the board to get this resolved.
- Paul Slesar has resigned from his board position effective 12/31/23.

Approval of Bills:

- ECE-\$148.37
- Rasmussen-\$322.13 (October Mowing)
- LJJ Wastewater-\$1700.00
- MTVL-\$101.75
- Kelly & Lemmons-\$210
- HR Green-\$540 **follow up email sent to Tim Korby, this bill was paid check #8868**

Motion made by P. Slesar to approve bills, seconded by M. Anderson as presented. Motion carried.

Financial Report:

- Investment account updates: D. Findell was not present to provide an update.
- Current checking account balance is \$46,715.24.
- Reviewed approved budget from our last meeting, one question that R. Storck regarding the money that we collect from any of the residents as part of the sewer expansion that residents have been assessed.

There was a question was how that money will be allocated into the budget. Tina will need to confirm what the dollar amount will be, suggested that we allocate that money to our investment fund.

Old Business

- Expansion Update-Outlined in the chairman update.
- Bylaws-M. Anderson presented an update. The committee has completed review through section 2. An email was sent to the board asking for input on position titles and term dates for positions. The group would like to keep these duties fluid, because if any changes are made to duties, we would need to go through the process of updating the bylaws. They have agreed the appointing of new officers would be the preferred method vs. voting because the board would have an opportunity to interview submissions and select the best candidate for the position. A post will need to be made for P. Slesar's open position before 12/1/23. The next meeting for the committee is scheduled for next Monday. Tina and Rich will need to work with the committee to provide a comprehensive list of duties for those positions. Discussed moving the meeting from the 2nd Tuesday to the 1st Tuesday to allow board members and residents to attend the township meetings.

New Business

Motion made by P. Slesar, seconded by M. Anderson to adjourn meeting at 8:15pm.

Submitted by T. Heidelberger, Secretary/Clerk

Board Members

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Paul Slesar, Director	shorewoodslesar@gmail.com	763-232-7755

Shorewood Park Sanitary District **approved**
Board Minutes
Tuesday, December 12, 2023

Attendees: Rich Storck (Board Member), Matthew Anderson (Board Member), Paul Slesar (Board Member), Sue Means (Board Member), Dean Findell (Board Member), Tina Heidelberger, Tim Fairclough, Kari Fairclough, Michelle Leifeld, Kelli Storck, Al Powers, Terry Peterson

R. Storck called the meeting to order at 7:05pm. Roll call read.

Approval of Minutes: Motion made by D. Findell, seconded by S. Means to approve the minutes. Motion carried.

Wastewater Operator Update:

- Terry provided an update that the system has been “buttoned up and ready for winter”. No issues to report.
- Plowing of the road back to the ponds will be done by LJJ this winter (if we have snow).
- High flow rate of 12,000/gallons on 10/14 low of just over 6,000 gallons/day.

Chairman of the Board Update:

- Provided an update on our most recent expansion meeting. Current tasks to be done are the execution of the contract with HR Green for \$15K, sending a letter to EPA about our expansion plans, secure funding, and the addition of Tina Heidelberger to be contracted to provide administrative assistance at a rate of \$25/hr. MAP (Midwest Assistance Program) assistance (this is a free service that can aid with the expansion as well as bylaws).
- There was a submission from some interested parties in the expansion project due to some interest in purchasing some land in Rush Lake Estates.
- R. Storck has been working with the residents who were identified as having I&I issues, they have been very cooperative in wanting to get this resolved. We will work with Terry from LJJ to identify and fix the issue.

Approval of Bills:

- ECE-\$156.75
- LJJ Wastewater-\$1700.00

Motion made by P. Slesar to approve bills, seconded by M. Anderson as presented. Motion carried.

Financial Report:

- Investment account updates: D. Findell provided copies of the most recent statements from our investment accounts.
- Current checking account balance is \$59,264.68.
- Tina provided an updated budget for review for expenses to date. Funds received from the county will be moved to our investment fund in the amount of \$10,364.42 from the auditor’s office from assessments.

Old Business

- Expansion Update-Outlined in the chairman update. D. Findell has contacted Northland Securities about potential funding assistance with bonding. The group is working on communication with the homeowners about updates and plans. There are some amendments that need to be made to the contract with HR

Green in regard to dates as the contract had been drafted in July 2023. Homeowners in the expansion will be responsible for any expenses incurred during this process and they have been made aware of this.

- Bylaws-M. Anderson presented an update. The updated bylaws have been completed and copies were provided for review. There was some discussion about division of duties amongst the board members and identifying what those roles are responsible for. Big thank you to Paul, Sue, Matt, Michelle Leifeld, and Kari Fairclough for their work on this project!

New Business:

- Appointing of Board Members as follows:
 - Rich Storck-Chairman of the Board
 - Matt Anderson-Vice Chairman of the Board (communication/webmaster)
 - Sue Means-Channel/Welcome Committee/PR
 - Dean Findell-Treasurer
 - Open Position-Roads and Parks
- An open position has been posted; interviews will be conducted at the January meeting.
- Mailbox-M. Anderson has reached out to start the process of getting a mailbox for our pumphouse and the possible addition of a drop box for residents to drop off payments.
- Letter to Residents-T. Heidelberg presented the draft of the letter to residents, reviewed, and asked to add information on plowing.

Motion made by P. Slesar, seconded by M. Anderson to adjourn meeting at 8:15pm.

Submitted by T. Heidelberg, Secretary/Clerk

Board Members

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