

Little McDonald, Kerbs and Paul Lakes Improvement District
Meeting Minutes
September 23, 2014
PACC

Board Members Present: Bill Putnam, Ardell Wiegandt, Mark Plencner, Glenn Schreier, Les Konley, Joe Esser, Roger Neitzke and Sue Meyhuber.

Absent Members: Dan Gleason

Guests Present: Jeff Volk, Little McDonald; Mike Opat, Moore Engineering; John Shockley, Ohnstad Twichell Law Firm; Bob Meyhuber, Little McDonald; Darrel Nordick, Little McDonald; Allan Dammon, Little McDonald; Karl Sondeen, Paul Lake; Charlie Stark, Kerbs

The meeting was called to order at 4:00 PM by Roger Neitzke.

Roger amended the agenda by adding the following items to New Business:

- Devils Lake
- Ditch 25
- Variances
- Line of Credit

Joe moved motion to accept the agenda with the additions, seconded by Ardell.

OLD BUSINESS

- Approve minutes from August 22, 2014: Les motioned to accept the minutes, seconded by Bill.
- Approve minutes from September 5, 2014: Bill motioned to accept the minutes, seconded by Joe.
- Correspondence: Letter from County Auditor on Ditch 25 and email regarding Devils Lake, which both will be covered under New Business.

NEW BUSINESS

- Treasurers Report: Changes made to the report include:
 - Loan payment was moved from Operational Expenses to Special Projects.
 - Liability Insurance has been broken out into two categories: 1) Directors and Board Liability; and, 2) Property Liability
 - Added Moore Engineering expenses under Special Projects
 - Added breakdown of monthly expenses
- Preliminary Engineering Report
 - Mike reviewed the Preliminary Engineering Report with the LID Board. He talked about some of the issues Barr was encountering when trying to access the boring sites. Alternatives were discussed and agreed on. Barr will be back the first week in October to conduct one more soil boring sample along the lake.
 - Things are moving quickly and new information is coming in on a daily basis. Given that, until we have final results, we will not be publishing the report.
 - Mike provided Roger with an amended soil boring contract for \$53,500
- Membership meeting will be on November 1, 2014 at 9:00 AM at the PACC. This meeting will be to have the Membership vote on approving the LID Board to move forward with a project greater than \$5,000. Vote is determined by the majority of those present at meeting.
- Chapter 429 Processes - update from John Shockley
 - Chapter 429 is a Minnesota Statute and typically applies to cities and local units of government, of which the LID is.
 - The process to comply with Chapter 429:
 - Moore Engineering will prepare a feasibility report. The report must include whether the improvement is necessary, cost effective, feasible, an estimate of cost for the project, proposed methodology of how it will be assessed to each individual property.
 - Public Hearing is scheduled

- Notice of hearing needs to be published in paper once each week for a period of two weeks. Notice needs to include estimated cost of the project, area to be assessed and general nature of the project.
 - Mailed notice of the hearing must be sent to each property owner of record a minimum of ten (10) days prior to hearing. The mailing must include the date and time of the meeting, amount of the project and amount of the assessment.
 - Public Hearing is held and feasibility report must be present.
 - The LID Board has two options for moving the project forward:
 - Petitioned - 35% of all members would be deciding vote. If LID Board determines to move forward based on petitions it would be called 'Order of Improvement'. (John can assist with the language.)
 - Not Petitioned - 4/5 of LID Board must vote to proceed with project.
 - County Commission will need to pass a resolution approving the project.
 - Request bids for the project - this is a requirement.
 - Project is constructed.
- Special Assessment Process - update from John Shockley
 - Engineering assessment role would be to provide the LID Board with property owner, amount to be assessed, principal amount, interest rate and term.
 - Publish notice of public hearing
 - Each property owner receives written notification of public notice
 - Public hearing - Property owners would be allowed to voice opinions. LID Board will determine on what to do based on feedback.
 - Need to make sure the property benefits at least the amount of the assessment - may want an appraiser on board at start of project to assist with the assessment process.
 - Vote as body and then County starts assessing
- Other
 - Devils Lake
 - Received formal request from Devils Lake LID Board that they would like to meet with our LMKP LID Board to discuss the venting project.
 - It was the consensus of the LMKP LID Board to meet with them.
 - Motion made by Bill to schedule a special meeting on October 7, 2014 at 4:00 at the PACC with the Devils Lake LID Board and the LMKP LID Board. Both LID Boards must have a quorum in order for meeting to occur, seconded by Joe, motioned carried.
 - Ditch 25
 - We will be assessed a fee for the redetermination of benefits but do not know at this time what that amount will be.
 - Variances
 - Two variances were received: 1) Todd & Kathy Peterson from Paul Lake; and 2) Glen Anderson from Paul Lake.
 - Since we do not have a process in place for handling these, it was suggested we have a committee create a process for the LID to follow when receiving variances.
 - Joe motioned to table the creation of a variance committee at this time, seconded by Les.
 - Line of Credit
 - Ardell made motion to authorize Roger, Joe and Bill to be able to sign a Line of Credit up to \$150,000; seconded by Mark, motioned carried.

Upcoming Meetings:

- Special LID Board Meeting on October 7, 2014 at 4:00 at the PACC
- LID Board Meeting on October 23, 2014 at 4:00 at the PACC
- Membership Meeting on November 1, 2014 at 9:00 at the PACC

Adjourn meeting at 7:00 PM

Sue Meyhuber, Secretary