

**Duluth/North Shore Sanitary District – Board of Managers**  
Meeting #91

Date: August 8, 2007

Board Members Present: Lars Fladmark, Kevin Bovee, Mary Ann Sironen, Scott Smith & Katie Kuettel

Board Members Absent: None

Others Present: Eric Appelwick, Missy Kesanen, Mia Peterson, Heather Korpela, John Fischer, John Kessler, Joy Ronning, Robert Ronning, Jeff Cook, Jon Helstrom, Robert Bissell, Jim Anklam & Kathy Grawleski

Minutes to: Jim Anklam, Eric Appelwick, Mike Appelwick, Dan Belden, Bruce Berg, Kevin Bovee, John Bowen, Clare Carpenter, Dave, Chura, Jeff Cook, City of Duluth, Duluth City Council, Duluth Township, Lars Fladmark, Jane Gilbert-Howard, Scott Harder, Duane Herold, Laurie Johnson, Al Katz, John Kessler, Lakewood Township, Don McTavish, Mel Olson, David Pierson, John Schifsky, Dick Sigel, Mary Ann Sironen, Mary Frances Skala, Scott Smith, Kurt Soderberg, George Sundstrom, Carol Surine and Nelson Thomas

Minutes by: Missy Kesanen

This draft of the D/NSSD minutes has been posted solely for preliminary informational purposes. Minutes are unofficial and subject to change until they have been approved by the D/NSSD Board of Managers.

Item	Discussion	Conclusion/Actions
Roll Call	A quorum of Board Members is present.	
Agenda	Added Bond Issue to Agenda. <b>Motion by K. Bovee and seconded by M.A. Sironen to approve the agenda. Unanimously approved.</b>	
Minutes	<b>Motion by S. Smith and seconded by M.A. Sironen to approve the July Meeting minutes. Unanimously approved.</b>	
Treasurer's Report	<p>The Request to Pay Outstanding Invoices packet was distributed. E. Appelwick explained what item #'s 9 – WW Goetsch Associates and 10 – WLSSD were for. K. Bovee asked what item #1 – Ayres was for and it was for 2 new connections and Duluth Tent &amp; Trailer. L. Fladmark had a question on the Profit and Loss Report and will be calling Bonnie at Ellingson &amp; Ellingson. The property tax check did not show up on the report but had been deposited on July 11. <b>Motion by K. Bovee and seconded by M.A. Sironen to pay invoices as listed. Unanimously approved.</b></p> <ol style="list-style-type: none"> <li>1. New Account - S. Smith explained that a new account was set up at North Shore Bank of Commerce for the "Debt Service Charge" receipts/payments. He also explained that <i>Check 21</i> - electronically banking, where banks will no longer be responsible for verifying signatures on checks. E. Appelwick suggested making copies of all signed checks to be attached to the invoices being paid to avoid any questions.</li> <li>2. Budget Discussion – S. Smith will ask Bonnie @ Ellingson &amp; Ellingson to put together a Preliminary Budget to be distributed to all Board Members as soon as possible to be approved at the September meeting.</li> <li>3. Accountant/Bookkeeper – L. Fladmark would like to hire someone to attend the meetings each month. E. Appelwick will check with Pike Lake and Knife River to see what they do.</li> <li>4. Bond Issue – packet was handed around for Board Members to look at and E. Appelwick will take to file.</li> <li>5. Other – S. Smith received a call from Bonnie @ Ellingson &amp; Ellingson asking whether or not she should draft a check for the PFA payment that is due in August or do a wire transfer. He was unsure about the procedure for a wire transfer and what the charges would be. He will check into it.</li> </ol>	

Public Comments	<ul style="list-style-type: none"> <li>• Kathy Grawleski had questions about the \$800.00 Debt Service Charge letter she received. She wondered exactly what it was for and for how long she will receive it. She explained that there are many people that will not be able to pay this fee. L. Fladmark spoke and said that this is very unfortunate, but the costs need to be paid. He explained that this fee is replacing the Levy that is currently on everyone's tax statement and that this fee should be about the same if not less than what the Levy amount was. Ms. Grawleski also asked about restoration for her property and a neighbor's property. E. Appelwick will take a look at and make sure they are both on the punch-list.</li> <li>• John Fisher gave his report on seeking Legislative help with paying off DNSSD's debt. He has spoken with Jackie Morris who is Jim Oberstar's assistant about the Districts financial issue. He said that he will pursue the Governor's office next.</li> <li>• Luke Nelson did not show up as E. Appelwick had thought. This had to do with a control box location.</li> <li>• Jon Helstrom gave an update and showed some drawings on the Bissell development – <i>Northern Shores Town Homes</i>. He said that construction should be starting very soon.</li> <li>• Jeff Cook said he has had four complaints regarding the restoration process and for debris on Greenwood Road. E. Appelwick will check into and will update the list and forward to Ayres. There were two places where the contractor did not perform work as they should have and the homeowners had to take care of.</li> </ul>
Updates	<ol style="list-style-type: none"> <li>1. I&amp;I Inspections – none</li> <li>2. Easements – H. Korpela spoke of the Vacation of Easement for the Bissell property. She said that Mr. Bissell should be asked to submit a form of resolution to vacate the easement so that the new easement can be prepared. E. Appelwick will keep an eye out for progression of work at the site.</li> <li>3. KRLSD – M.A. Sironen will call Bob Mitchell to arrange a joint meeting with DNSSD and KRLSD Board Members.</li> <li>4. New Hook-ups: <ul style="list-style-type: none"> <li>• 9207 E. Superior St. – Safe Harbor Estates application and payment received from Shawn Brandt.</li> <li>• 8411 Congdon Blvd – Northern Shores Town Homes: a tentative application has been received but it is incomplete. No fees have been paid yet. H. Korpela said that a formal application and fees need to be received from them. There was some discussion as to if this will be a single application for multiple with connection fees being \$15,000.00 each or if there should be applications for each of the 10 units. If they do not develop all at this time, they would need to do a Capacity Reservation. E. Appelwick said he will talk to Mr. Bissell today and explain this to him. The number of hook-ups needs to be listed along with the \$ received.</li> <li>• McQuade Safe Harbor – Application currently being filled out for one grinder station, but classified as commercial as per E. Appelwick.</li> </ul> </li> </ol>
Communications/Correspondence- A certified letter was received from Mr. Clayton Kerr objecting to the past due charges on his DNSSD billing. E. Appelwick will be sending information today in response.	
Legal Issues	<ul style="list-style-type: none"> <li>• H. Korpela said that two new Board Members will be needed to fill the vacancies of L. Fladmark and M.A. Sironen at the end of the year.</li> <li>• Delinquent Bills/Debt Service list needs to be compiled by M. Kesanen and given to Mia Peterson of Fryberger for inclusion on the September Agenda. This list will need to be approved at the September meeting and notices sent out immediately thereafter. This list will then need to be certified at the October meeting and is due by November 15<sup>th</sup> to the St. Louis County Auditors office.</li> </ul>
Engineer's Report	<ol style="list-style-type: none"> <li>1. Restoration Update – Jim Anklam will go over the list one more time to make sure all properties are included. He will get two quotes for yard work. He said that any driveway issues will be dealt with on a case by case basis. He knows of about 4 or 5 that need to be addressed.</li> <li>2. Tree Removal – 5210 Greenwood Road – believes that it was caused by installation/open cut trenching and involves 3-5 trees. He will get a quote before proceeding.</li> </ol>
Operations Report	<p>E. Appelwick distributed the Superintendent Report to the Board.</p> <ul style="list-style-type: none"> <li>• Routine inspections of the individual pump stations are almost complete.</li> <li>• Ryan Road media was replaced. More media is needed and E. Appelwick will get a quote.</li> <li>• Lift Stations at all restaurants along the shore will be cleaned with a pressure washer. The</li> </ul>

	restaurant owners will be responsible to pay for this. <ul style="list-style-type: none"><li>• Work on the Newsletter is almost complete.</li></ul>
New Business – none.	
Old Business – none.	
Meeting adjourned at 9:15 a.m. The next meeting is at 0700 at French River Lutheran Church on September 12, 2007.	

Approved (date): \_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary