

DAKOTA DUNES COMMUNITY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS REGULAR MEETING
DECEMBER 18, 2017 - 7:00 P.M.
335 SIOUX POINT ROAD, SUITE 200

MINUTES

The Board of Supervisors met in a regular session on December 18, 2017, at 7:00 p.m., at 335 Sioux Point Road, Suite 200. Members present were: Ms. Fisher, Messrs. Anderson, Beaulieu, Melstad, and Shorma. Also present were: Mr. Jesse, of Crary Law Firm, counsel for the CID. Employees present were: Dooley and Hoffman.

1. PLEDGE OF ALLEGIANCE

Chairman Beaulieu led the recital of the Pledge of Allegiance.

2. APPROVAL OF NOVEMBER 20, 2017 REGULAR MEETING MINUTES

A motion was made by Mr. Melstad and seconded by Mr. Anderson to approve the minutes of the November 20, 2017 regular meeting.

Motion passed 5-0.

3. TREASURER/FINANCIAL REPORT

A motion was made by Ms. Fisher and seconded by Mr. Shorma to approve the November 2017 financial statements and the vouchers payable in the amount of \$192,976.63.

Motion passed 5-0.

4. NEW BUSINESS

- APPROVAL OF WRITE-OFFS FOR DELINQUENT ACCOUNTS IN THE ENTERPRISE FUND

Following discussion, a motion was made by Mr. Shorma and seconded by Mr. Melstad to authorize the write off for delinquent accounts, as presented, in the amount of \$850.06.

Motion passed 5-0.

- APPROVAL OF THE \$2,982.50 REFUND OF SEWER EXPENSES TO TYSON FOODS FOR THE COOLING TOWER USAGE

A motion was made by Ms. Fisher and seconded by Mr. Anderson to refund the annual cooling tower charges to Tyson Foods in the amount of \$2,982.50.

Motion passed 5-0.

4. NEW BUSINESS CONTINUED

- **APPOVAL OF KIM HOFFMAN AS 2018 ELECTION OFFICER**

A motion was made by Mr. Melstad and seconded by Mr. Anderson to appoint Kim Hoffman as the 2018 Election Official for the Dakota Dunes Community Improvement District Board of Supervisors 2018 Election.

Motion passed 5-0.

- **SET DATE AND LOCATION OF THE 2018 DAKOTA DUNES CID BOARD ELECTION**

Following discussion, a motion was made by Mr. Melstad and seconded by Ms. Fisher to set the date of April 10, 2018 and the location of the Dakota Dunes Welcome Center for the Dakota Dunes Community Improvement District Board of Supervisors 2018 Election.

Motion passed 5-0.

- **FINAL DRAFT OF 2018 WATER AND SEWER FUND BUDGETS**

Following discussion, a motion was made by Mr. Melstad and seconded by Mr. Shorma to approve the 2018 Water Fund Budget and to leave the current water rates in place for 2018.

Motion passed 5-0.

Following discussion, a motion was made by Mr. Melstad and seconded by Ms. Fisher to approve the 2018 Sewer Fund Budget and to prepare an Ordinance for a sewer rate increase, increasing the Residential Base Rate from \$12.00 to \$14.00 and the Commercial Base Rate from \$22.50 to \$28.00 and to increase the commodity rate from \$2.50 per 1000 gallons to \$3.00 per 1,000 gallons for all customer classes.

Motion passed 5-0.

5. OTHER

Mr. Dooley reported that he has requested proposals for the FEMA levee recertification from both HDR Engineering and JEO Consulting Group. Both firms will have a phased approach to recertification. Plan to have the proposals by the January 15, 2018 Board meeting.

Mr. Dooley proposed getting a scope of work and timeline prepared for the design engineering on a roundabout that is projected to be necessary in the Two Rivers Business Park by the year 2022 based on the traffic study prepared by HDR Engineering. Mr. Dooley reported that if the project is scoped and scheduled there may be grant money available to apply for in the future.

Mr. Dooley reported that he and Mr. Jesse prepared and submitted a revised contract to Verizon for the proposed small cell antenna lease contract, with an increase in the tower fee to \$1,000 per year and a review fee of \$500.

4. NEW BUSINESS CONTINUED

- EXECUTIVE SESSION: EMPLOYEE REVIEWS AND WAGE PLAN

A motion was made by Mr. Melstad and seconded by Anderson to move into an executive session to discuss employee reviews and the 2018 wage plan.

Roll call was taken: Melstad – aye, Beaulieu – aye, Anderson – aye, Shorma – aye, and Fisher – aye. Motion passed 5-0.

A motion was made by Mr. Shorma and seconded by Melstad to move out the executive session.

Roll call was taken: Melstad – aye, Beaulieu – aye, Anderson – aye, Shorma – aye, and Fisher – aye. Motion passed 5-0.

A motion was made by Mr. Melstad and seconded by Mr. Anderson to adopt the 2018 wage plan, as presented, with an average 2.9% increase in wages and an aggregate incentive package of \$26,523.64 for 2017.

Motion passed 5-0.

6. ADJOURNMENT

A motion was made by Mr. Anderson and seconded by Ms. Fisher to adjourn at 8:50 pm.

Motion passed 5-0.

Submitted by,
Kim Hoffman, Secretary