

Approved by the Commissioners, August 12, 2011

**MINUTES OF MEETING OF THE COMMISSIONERS
PIPE LAKES PRETECTION AND REHABILITATION DISTRICT
JULY 15, 2011
203 220th AVENUE**

ATTENDING:

Herschel Brown; Joseph Errigo; Tom Mears; Carol Vantine (by phone)

ABSENT:

Tom O'Hern; Dan Paulson; Joseph Zaspel

GUESTS:

Larry Bresina

The meeting was called to order by Carol Vantine at 5:01 PM

The Commissioners reviewed and unanimously **approved the Minutes of the May 13, 2011 Commissioners Meeting as distributed.**

The Commissioners reviewed and unanimously **approved the Minutes of the May 28, 2011 Special Meeting of the Membership as distributed.**

The Commissioners reviewed the **current Financial Report** prepared by Treasurer Tom O'Hern. The report shows total income of \$36,483, including an opening balance of \$26,147, tax levy of \$8,993, and owner 50% matching contributions of \$1,343. Total expenses for the period are \$3,321, including \$2,875 for project coordination. Cash on Hand is \$33,162. Carol Vantine noted that Cheryl is running ahead of projections because of the large number of assessments. Cheryl has urged us to increase our contact with owners in high priority areas to increase participation in the Shoreland Restoration program. Also, Carol noted that the report does not include payment for the rental of the Christ Church facility on May 28. Tom O'Hern will contact the church to make this payment. The current report does not include payment of insurance premiums; we should receive that invoice soon. Finally Carol Vantine reported on receipt of an invoice from Scott Geddes in the amount of \$2,000. It is unclear if this is the value of the County's in-kind contribution or a bill to be paid. Carol will check earlier communication from Tim Ritten which clarifies what is donated and what is chargeable. **The Commissioners unanimously accepted the Financial Report as distributed.**

Tom Mears reported on the **Annual Picnic scheduled for Saturday, August 20, 2011.** Several couples have come forward to volunteer and Tom agreed to contact area businesses for prizes and sponsorships. The **starting time will be 12:30 PM** and the charge will be **\$6.00 for teenagers and adults and \$3.00 for children from 5 to 12.**

Larry Bresina summarized his earlier memoranda regarding **alternative strategies for sustaining and improving the District's website**. There was a lengthy discussion about the need to hire professional support and not depend solely on volunteers. Carol Vantine and Joe Errigo noted that the **newsletter** is a critical part of our overall communications strategy and should be considered as part of the discussion. Joe Errigo suggested that the District consider hiring a **communications manager to handle both the website and the newsletter**. The Commissioners agreed on the need to coordinate the two functions, focus on strategies that would improve content and secure input from as many constituents as possible. **The Commissioners unanimously approved a motion to authorize the Chair to solicit proposals for communications management with an annual cost between \$2,000 and \$3,000**. Ms. Vantine agreed to present a proposal to the Commissioners as soon as possible.

There was no report on **lake monitoring**.

The Commissioners had a lengthy discussion on strategies for proceeding with the **Retention Basin**. The Commissioners approved a **motion to secure three bids as follows (all bids would include core samples)**:

- (1) Construction of the retention basin, culverts and wiers;
- (2) Construction of the retention basin and culverts; and
- (3) Construction of the retention basin (with or without wiers), including downstream stabilization for 100 to 150 feet.

Further the Commissioners **approved a motion to authorize Dick Hollar to work with County officials to determine final specifications for the project and to coordinate the bidding process**.

Carol Vantine reported that approximately 20 assessments have been completed for Shoreland projects. The Commissioners agreed that the District will **communicate with owners in the Shoreland Restoration Priority Areas, emphasizing that the retention basin alone will not allow us to achieve our phosphorus reduction goals, and the need for them to step up their participation in the District's Shoreland Restoration Program**.

The terms of two Commissioners will expire at the Annual Meeting on September 3, 2011. Tom Mears has decided not to seek re-election. Joe Errigo has not decided if he will seek re-election.

There was **no report from Johnstown Township.**

Herschel Brown provided the **Polk County report.** Redistricting is almost completed. Herschel will be losing the Georgetown area and retain other areas currently in his district. The county budget will include no increases in expenditures. Herschel is a member of the Transition Committee which oversees the process for ending union contracts for county employees. Carol Vantine noted that several people are working on the backlot development issue, since that item is coming up for review by the Citizen's Commission.

The next regular meeting of the Commissioners will be held on Friday, August 12, 2011 at 5:00 PM at 2198 West Pipe Lake Court. Carol asked the Commissioners to contact her with any suggestions for agenda items for that meeting.

The meeting was adjourned at 7:02 PM.

Respectfully Submitted,

Joseph Errigo,
Secretary