

CIRCLE LAKE IMPROVEMENT DISTRICT

Meeting Minutes

Thursday, November 13, 2025 at 6:30 pm
Forest Town Hall

Board members present: Dean Sunderlin, Denise Klokow, Stefanie Johnson, Jeff Jirik, Bill Houston, Cheryl Bahnsen, Ryan Nugent, and Carl Bahnsen

	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Annu al 2026
Bahnsen, Cheryl	x	x	x									
Bahnsen, Carl	x	x	x									
Houston, William		x	x									
Jirik, Jeff	x	x	x									
Klokow, Denise	x	x	x									
Sunderlin, Dean	x	x	x									
Johnson, Stefanie	x	x	x									
Nugent, Ryan	x		x									

Call to Order

Dean called the meeting to order at 6:32 pm.

Attendance

Dean conducted roll call. Dean, Carl, Cheryl, Denise, Stefanie, Ryan, Jeff and Bill were present.

Approval of Agenda

Agenda was provided ahead of the meeting. Dean requested to add parcel notes to today's agenda. Carl motioned to approve the agenda with the addition. Bill 2nd. Approved unanimously. Motion carries.

Approval of Meeting Minutes

The October meeting minutes were provided ahead of this meeting. Cheryl motioned to approve the minutes. Bill 2nd. Approved unanimously. Motion carries.

Treasurer Report

Cheryl walked through the treasurer's report.

Approval to pay Bills

Dean motioned to adopt a policy to mimic IRS mileage reimbursement IRS rates. Jeff 2nd. Approved unanimously. Motion carries.

Dean motioned to pay the following bills. Carl 2nd. Approved unanimously. Motion carries.

\$536.50 to Luis industries for 50 aluminum signs for winter aeration warnings.

Reimburse Jeff \$270.30 for the following

- \$100.80 for mileage
- \$36.50 for manure testing manure
- \$133 lake sediment core sample.

Projects

Administration

The Annual Report has been sent to the County, DNR, MPCA, and the Rice County SWCD.

Cheryl motioned to amend her previous motion in July 2025 to amend article 7 to state that the board may be composed of 9 persons. Bill 2nd. Approved unanimously. Motion carries.

The board reviewed the need to get the County Commissioner's approval to increase the size of the Board. Dean will send a letter to the county to request an increase in the size of the LID board to 9 directors. He will state that we will put the 9th seat up for election at our next annual meeting.

The state statute states that our annual meeting can be held in any month when approved by vote at the previous annual meeting. The CLID order to establish states that it must be July or August, but the state statutes trump the order to establish.

Cheryl walked through the proposed document retention policy that was shared with the board members ahead of tonight's meeting. Dean motioned we accept the CLID Document Retention Policy dated 10/14/2025. Jeff 2nd. Approved unanimously. Motion carries.

The board reviewed the proposed document storage options that was provided in the meeting packet. Jeff motioned that we go with Google Drive. Ryan 2nd. Approved unanimously. Motion carries.

Dean reviewed his parcel notes and changes in owners of parcels for the purpose of 2026 assessments.

Finance

Dean shared the Cash Flow Report provided in the meeting packet. Dean motioned to purchase one \$20,000 6 month CD. Jeff 2nd. Approved unanimously. Motion carries.

Lake Management Restoration Projects: Aeration

No updates this month.

Weeds

No updates this month.

Other

Dean motioned to allow Carl to spend up to \$1000 for winter aeration signage. Bill 2nd. Approved unanimously. Motion carries.

Publications/Communications

Annual reports will be added to the website and will be provided to members via email.

Newsletter was posted on Facebook and will be provided to members via email.

Unfinished Business

No updates on the CLID Calendar. Denise will share the latest version with the board.

New Business

We will plan to have a year-in-review meeting for our December meeting with refreshments and invite the LID.

Announcements

DNR rebuilt the dike for the Wildlife Management Area across the street from the Public Landing for Circle Lake.

Adjournment

Jeff motioned to adjourn. Bill 2nd. Approved unanimously. Motion carries.

Meeting adjourned at 8:04 PM