

**The Circle Lake Improvement District's**

**2020 Annual Report**

# **Circle Lake Improvement District Annual Report**

## **2020**

The Circle Lake Improvement District (CLID) held its 2020 Annual Meeting on August 17th, 2020, at 7 PM in the Forest Township Hall 3625 Millersburg Blvd. W., Faribault, MN 55021.

Two Board seats were up for election. Cheryl and Carl Bahnsen ran unopposed for the seats. Cheryl was elected to the seat having a three year term and Carl was elected to the seat having a two year term.

The CLID has a seven member Board:

1. Cheryl Bahnsen term to expire in 2023
2. Carl Bahnsen term to expire in 2022
3. Dean Sunderlin term to expire in 2022
4. Brian Panettiere term to expire in 2022
5. Mandi Morrissey term to expire in 2021
6. Keith Kluzak term to expire in 2021
7. Jeff Jirik term to expire in 2021

### **CLID Officers 2020-2021**

Dean Sunderlin - Chair  
Brian Panettiere - Vice Chair  
Mandi Morrissey - Secretary  
Cheryl Bahnsen - Treasurer

### **A REVIEW OF THE LAST 12 MONTHS**

#### **PAYING DOWN THE DEBT ASSOCIATED WITH CREATING THE CIRCLE LAKE IMPROVEMENT DISTRICT (CLID)**

2020 was our first year with member funding. Out of the budgeted \$50,960 that will be received from the membership assessment, \$27,241.50 will go to paying Rice County for their Administration cost incurred during the formation of the CLID. We will pay this bill in December of 2020.

## CULVER TRAIL

In the works is a project to mitigate the problem of water overtopping Culver Trail as a consequence of heavy rain storms. In cooperation with the Rice County Soil and Water District (SWCD), which is paying 75% of the cost of this project, and the landowners effected by this run off, the CLID is providing a \$4500 grant to help pay for this project. When completed this project will greatly reduce the chance of water washing out Culver Trail and keep the soil between Culver Trail and the lake in place.

## 2020 INVASIVE WEED HARVEST

The CLID took over the weed harvesting project from the Circle Lake Association (CLA) this year. We were awarded a \$5000 grant from Rice County for weed harvesting and used that along with the 25% matching funds required to receive the grant to mechanically harvest off shore lake weeds. The cost to the CLID for this work was \$1250. We also coordinated with property owners that wanted their lake shore weeds cut to have that done as well. Lake shore weed cutting was paid for by the property owner requesting it. There was no cost to the CLID for this work other than for signage that was purchased to show the weed cutter which properties wanted their weeds cut.

## EDUCATION

In February the CLID along with the CLA, and the Cannon River Watershed Partnership (CRWP) hosted a presentation, funded by the MPCA, by the Science Museum of Minnesota on a Study of Phosphorus-Impaired Lakes in the Cannon River Watershed. (Of which Circle Lake is one) Circle Lake was one of the lakes sampled in the study. The focus of the presentation was how the results of the study can play a role in restoration plans for a lake.

## MAPPING THE WATERSHED

We have set reducing the sediment and nutrient load that enters the lake as a goal. We are also looking into opportunity to create more water storage out in the watershed. To that end we hired ISG to create three maps that give us an overview of our watershed and show us where opportunities might be to achieve this goal. Land use, topography, and water flow are part of what these maps show. These maps will help us create some initiatives for work within the watershed. Recruiting partners to help us with our work is essential. This means finding willing landowners and funding sources. Being a Lake Improvement District significantly increases our chances for qualifying for grants.

Another thing on our radar for 2020 is restarting the water testing program that was done in the past by the CLA. It is essential to know where we are now so we can measure the success of our projects in the future.

### **Financial Condition/Summary for 2020**

At the end of 2020 the CLID will owe \$23,361.75 for legal fees	\$5,604.04 to our environmental consult
We expect to have	\$8000-\$10,000 in cash reserves

### **2021**

#### **The 2021 Budget**

The Board proposed and the membership approved a \$300 per property owner assessment for 2021. That assessment will generate the \$50,960 figure that is shown on the income side of the budget.

On the expense side of the budget are three items I want to address.

The first is the \$10,000 to Bruce Sellers. Bruce was our attorney and represented us during the formation of the CLID. So that we weren't completely buried in start up costs during our first couple of years, Bruce very graciously deferred any payment for his services until 2021. The \$10,000 is the first payment we will make to him. Our intention is to pay the remainder of what we owe Bruce in 2022.

The second is the \$8104.04 to our Environmental Consultant - ISG. ISG is the environmental engineering firm we hired to help us through the process of forming the CLID. Like Bruce, ISG has deferred payment on their bill. We have paid \$2000 on our bill to ISG this year and currently owe them \$5604.04. Again, this is for the work they did for us to get the CLID approved. We will pay the \$5604.04 off in 2021. We have also budgeted \$2500 for additional consulting work we feel we will need in 2021.  $\$5604.04 + \$2500 = \$8104.04$

Third is the Working Capital/Cash reserve item on the budget. The CLID needs to continue accumulating money over the next few years so we will have the

resources to cover projects, matching funds, or the costs associated with grants we are awarded. To that end I would expect the \$300 per property owner assessment requested for this year will remain the same for the foreseeable future.

We are very excited about the future of the District and our lake. In the last twelve months we were able to successfully get the invasive weed project under our belt (mechanically harvesting 20.5 acres of mostly curly leaf pond weed) and provide funding for an erosion project. With our Watershed Assessment Maps we can focus in on areas within the watershed that might be sites for erosion control and water storage projects. We will continue to update our lake management plan and will continue to accumulate the information we need to better understand our lake and it's watershed. With that understanding we will have an accurate view of the challenges we face and will determine the best way to address them.

We will continue developing relationships with the various organizations and government agencies that work in this area and provide grants for lake improvement/water quality work. This includes, but is not limited to the SWCD, DNR, MPCA, CRWP, CLA, Tri-Lakes Sportsmens Club, and the Carl & Verna Schmidt Foundation.

Respectfully Submitted,

Dean Sunderlin  
Circle Lake Improvement District - Chair

Attached:  
Affidavit of Publication  
2020 Annual Meeting Record of Notice Requirement  
Written Notice of the Annual Meeting  
Minnesota Counties Intergovernmental Trust Certificate fo Coverage  
2020 Members  
Financials, Treasurers Reports (2)  
Approved Budget for 2021

# Circle Lake Improvement District

## Treasurer's Notes for Meeting October 8, 2020

Treasurer Report includes a monthly overview and a Year to Date column.

- Bank Balance at September month end is \$25,032.78
- Deposits totaled \$0.00
- Expenditures for the month of September totaled \$16.09. This will be a reoccurring operating expense for the Zoom account we set up.

### Year to Date Expenses:

#### EXPENDITURES

Operating Expenses	\$ 251.42
Attorney Bills	\$ -
Rice County	\$ 519.00
Engineering Costs	\$ 2,000.00
Insurance	\$ 1,246.00
Education	\$ -
Repair & Maintenance	\$ -
Equipment	\$ -
Projects	\$ 15,576.95
Post Office Box Rental	\$ 76.00
Publications	\$ -
Bank Charges	\$ 35.00
Other	\$ -
 TOTAL EXPENDITURES	 \$ 19,704.37

The CLID has the following outstanding obligations, which have been deferred and budgeted until funds from the special tax assessment are available:

o CLID Legal Fees – Bruce Sellers	\$23,461.75
o Environmental Consultant – ISG	\$ 5,604.04
o Administrative Fees – Rice County	\$27,241.50

Respectfully submitted,  
Cheryl Bahnsen

**CIRCLE LAKE IMPROVEMENT DISTRICT**  
**Treasurer Report**

September 30, 2020

Year To Date

**REVENUES**

Member Contributions		\$ 9,045.00
Rice County Property Tax Levy		\$ 26,550.13
Grants		\$ 5,000.00
Contributions		
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>\$ 40,595.13</b>

**EXPENDITURES**

Operating Expenses	\$ 16.09	\$ 251.42
Attorney Bills		\$ -
Rice County		\$ 519.00
Engineering Costs		\$ 2,000.00
Insurance		\$ 1,246.00
Education		\$ -
Repair & Maintenance		\$ -
Equipment		\$ -
Projects		\$ 15,576.95
Post Office Box Rental		\$ 76.00
Publications		\$ -
Bank Charges		\$ 35.00
Other		\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 16.09</b>	<b>\$ 19,704.37</b>

<b>Excess of Revenues Over (Under)</b>		<b>\$ 40,595.13</b>
<b>Expenditures/Expenses</b>		<b>\$ 19,704.37</b>

<b>FUND BALANCE/NET POSITION</b>		<b>\$ 20,890.76</b>
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<b>Beginning of Year</b>		<b>\$ 4,142.02</b>
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<b>End of Month</b>		<b>\$ 25,032.78</b>
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06/13/20

Accrual Basis

**Circle Lake Improvement District**  
**Preliminary Budget Overview**  
**January through December 2021**

	Jan - Dec 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Rice County Special Assessment	50,960.00
<b>Total Direct Public Support</b>	50,960.00
<b>Other Types of Income</b>	
Grants	0.00
<b>Total Other Types of Income</b>	0.00
<b>Total Income</b>	<b>50,960.00</b>
<b>Gross Profit</b>	<b>50,960.00</b>
<b>Expense</b>	
<b>Business Expenses</b>	
Business Registration Fees	25.00
<b>Total Business Expenses</b>	25.00
<b>Contract Services</b>	
CLID Legal Fees - Bruce Sellers	10,000.00
CPA - Tax Preparation	1,200.00
Environmental Consultant - ISG	8,104.04
Rice County Admin Fees	500.00
<b>Total Contract Services</b>	<b>19,804.04</b>
<b>Operations</b>	
Absentee Ballots Costs	10.00
Postage, Mailing Service	120.00
Printing and Copying	275.00
Publication Costs	90.00
Web Expenses	360.00
<b>Total Operations</b>	<b>855.00</b>
<b>Other Types of Expenses</b>	
Insurance - Liability, D and O	1,500.00
<b>Total Other Types of Expenses</b>	<b>1,500.00</b>
<b>Project 2021-2 Weed Harvesting</b>	<b>4,500.00</b>
<b>Project 2021-3 TBD</b>	<b>4,500.00</b>
<b>Total Expense</b>	<b>31,184.04</b>
<b>Net Ordinary Income</b>	<b>19,775.96</b>

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06/13/20  
Accrual Basis

**Circle Lake Improvement District  
Preliminary Budget Overview**  
January through December 2021

**Jan - Dec 21**

<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>Working Capital / Cash Reserves</b>	<b>19,775.96</b>
<b>Total Other Expense</b>	<b>19,775.96</b>
 <b>Net Other Income</b>	 <b>-19,775.96</b>
 <b>Net Income</b>	 <b>0.00</b>

# Circle Lake Improvement District

P.O. Box 248  
Dundas, MN 55019

June 15, 2020

Dean Circle Lake Improvement District Property Members,

This is the first of two letters you will receive from us noticing you of the Circle Lake Improvement District's (CLID) Annual Meeting.

**This year the Annual Meeting of the Membership of the CLID will be held on  
August 17, 2020 at 7:00 PM at the Forest Township Hall, 3625 Millersburg Blvd. W.,  
Faribault, Minnesota 55021**

*There is the possibility that the CLID Board will determine an in-person meeting is not practical or prudent due to the Covid 19 pandemic. We would then hold the meeting virtually via a phone and/or computer link. We will let you know about this in the second mailing notice you will receive no later than two weeks before the meeting date.*

We have two Directors seats up for election this year. One currently held by Cheryl Bahnsen.

# AFFIDAVIT OF PUBLICATION

## PUBLIC NOTICES

I do solemnly swear that the notice, as per the proof, was published in the regular and entire edition of the

### FARIBAULT DAILY NEWS

with the known office of issue being located in the county of:

RICE

with additional circulation in the counties of:

RICE

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 07/29/2020.

## MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Sarah Esc  
\_\_\_\_\_  
Authorized Agent  
By: Sarah Escamilla  
\_\_\_\_\_  
Print Name

Subscribed and sworn to or affirmed before me  
on 8-4-20 by:

D. Schmidt  
\_\_\_\_\_  
Notary Public  
  
DIANNA L. SCHMIDT  
Notary Public-Minnesota  
My Commission Expires Jan 31, 2021

## Rate Information:

- (1) Lowest classified rate paid by commercial users for comparable space:

\$23.25 per column inch

Open Rate

Ad ID 88879

PUBLIC MEETING NOTICE OF  
ANNUAL MEETING OF THE  
MEMBERSHIP OF THE  
CIRCLE LAKE IMPROVEMENT  
DISTRICT BOARD  
OF DIRECTORS  
NOTICE IS HEREBY GIVEN  
to all property owners within  
the Circle Lake Improvement  
District 7/29 in the (CLID)  
Board of Directors will hold  
its Annual Meeting of the  
Membership on August 17th,  
2020 at 7:00 p.m. This Annual  
Meeting will take place in the  
Forest Town Hall, 3625  
Millersburg Blvd. W.,  
Faribault, Minnesota 55021.  
Items of business to  
be acted on at the meeting are:  
Presenting options having  
costs in excess of \$5,000.00 for  
fiscal year 2021, the approval  
of any options shall require  
a majority of all Members  
voting in the Annual Meeting.  
Reviewing the business  
transacted by the District  
during the current year.  
Reviewing the status of  
any ongoing projects.  
Reviewing the Rice County  
administrative costs.  
Approving a budget for the fiscal  
year 2021 to submit to Rice  
County, which shall require  
approval by a majority  
of all Members voting in  
the Annual Meeting.  
Determining the annual CLID  
charge to be included on  
the 2021 tax statements.  
Reviewing process for  
timely placing the District  
on Rice County tax rolls.  
Election for two Board  
of Director seats.  
Discussing other District  
activities and considering other  
business as comes before the  
Directors.  
88879 7/29 FDN