



**ALEXANDRIA LAKE AREA SERVICE REGION-MINUTES
Regular Meeting – June 5, 2024 – 6:00 P.M.**

Members Present: Joel Dahlheimer-Chair (Alex Twp.), Bill Krivanek (Carlos Twp.), and Jeff Tvrdik (Hudson Twp.), Greg Bowen (La Grand Twp)

Members Absent:

Others Present: Scott Gilbertson, Executive Director ALASD, Bryan Bye, P.E. Widseth, Jo Kløver, Office Manager ALASD, Brad Timm, Collections Superintendent

Chairman Dahlheimer called the meeting to order at 6:00 p.m.

Minutes from the board meeting held on May 22, 2024, were reviewed. A motion to approve minutes was made by Bowen, seconded by Krivanek, motion carried.

Minutes from the Assessment Hearing held on May 28, 2024, were reviewed. A motion to approve minutes was made by Krivanek, seconded by Tvrdik, motion carried.

Items from the floor: Mr. Jespersen addressed the board. He owns three parcels that the sewer extension project will include. He is in favor of serving one of the parcels (with assessment) for his house site, but not on the other two parcels. Reason being, one has a storage shed and the other is bare land. If all parcels were to be assessed that would be \$84,000.00 which would financially be difficult. Executive Director Gilbertson reiterated the purpose of the project was to make sure every property would get a stub. For property owners who have multiple undeveloped properties, Mr. Jespersen’s would fall under the deferral for undeveloped property category, which defers the first installment of the assessment until the property is developed. The board had further discussion with Mr. Jespersen and agreed his property with the house would be assessed and the other two properties would qualify for the deferral for undeveloped property.

Executive Director Gilbertson presented financial reports detailing revenues and expenditure activity. Motion to approve the financial reports as presented was made by Tvrdik, seconded by Bowen, motion carried.

Office Manager Jo Kløver presented the bills for payment. Motion to approve the bills as presented was made by Krivanek, seconded by Tvrdik, motion carried.

Executive Director Gilbertson presented Resolution 24-04: Resolution Accepting and Awarding Bid on the ALASR 2024 Sanitary Sewer Extension Project. Motion to approve resolution was made by Bowen, seconded by Krivanek.

Chair Dahlheimer called the roll:

Aye: Tvrdik, Bowen, and Krivanek

Nay:

Motion carried.

Executive Director Gilbertson presented a memorandum regarding strategy for contested assessments. This memorandum provided a comprehensive approach to addressing the submitted letters of contesting or concern, following the ALASR assessment public hearing which included: deferred assessments, deferrals for undeveloped property, and postponed assessments. Clear guidelines and procedures need to be created through ordinances and/or resolutions to ensure transparency, consistency, and accountability. Example letters for regular assessment, multiple lots - connection charges, and connection charges were presented to the board. These example letters cover the different circumstances of the properties included in the ALASR 2024 sewer extension project. Further discussion was held if another notification mailing should be done to make residents aware of the different types of deferrals since undeveloped property and postponed deferrals were not discussed. Office Manager Kluver stated that affected parcel owners were already notified in two previous mailings and at both public hearings of the requirement, including the date to submit a letter of contesting and/or appeal of assessment to the board. It is the board's duty to review the submitted letters individually and decide if they qualify for special consideration or if further information is needed. If the board finds they qualify, then the board reviews the established guidelines and conditions to determine which deferral category would apply (e.g., deferred assessment, deferrals for undeveloped property or postponed assessment).

Discussion was held on each type of deferment.

- **Deferred Assessment** is for property owners age 65 or older facing financial constraints or are deployed. What should the interest rate be set at? Krivanek thought the interest rate should be less than 6% since those who qualify for this deferment have financial hardships. Motion made by Bowen the interest rate be 6% for the deferred assessment, seconded by Tvrdik.

Chair Dahlheimer called the roll:

Aye: Bowen, Tvrdik

Nay: Krivanek

Motion carried.

- **Deferrals for Undeveloped Property** targets property owners with multiple undeveloped properties. This option defers installments until the property is developed, aligning payment obligations with utilization. Clear terms and criteria ensure consistency, with the possibility of including connection charges in the terms.
- **Postponed Assessment** is where ALASR bears upfront improvement costs and delays assessing benefited properties, suitable for cases where immediate assessment may impose a financial burden. Setting conditions like a defined timeframe or connection requirements ensures eventual cost recovery, with the possibility of including connection charges in the terms.

ALASR Board further discussed and set these preliminary guidelines:

1. Letters for contested assessment must be received at the ALASD office by July 1st, 2024.
2. Property owners must have their existing septic/mound system inspected and certified for compliance by 7/1/2025.


3. There will be a sunset connection and assessment date of 12/31/2035 for certified compliant septic/mound systems.

Written comments and statements received pertaining to the assessment were reviewed and discussed. Mr. Rasmusen and Mr. Solum had submitted letters of contesting assessment and their reasons. Discussion was held on each letter, conditions included due diligence was done by owner, individual's circumstances/age of current system, and if further information was required. ALASR Board agreed that conditions and guidelines need to be set via resolution prior to making decisions on deferred assessments. Board also requested further information regarding Mr. Solum property.

Executive Director Gilbertson, Bye (PE Widseth), and Office Manager Kluver will put together conditions and guidelines for the board to review.

Alexandria Township Maple Drive sewer extension request was brought forward by Chairman Dahlheimer. An estimate for this sewer extension would be approximately \$188,000 and only guarantees one connection. Alexandria Township is requesting ALASR to consider adding this to the 2024 Sewer Extension Project by subsidizing the Maple Drive project. ALASR board stated Maple Drive was originally to be a part of the 2024 Sewer Extension project, but Alexandria Township pulled it off. ALASR board chose to not add or subsidize Alexandria Township Maple Drive sewer extension request.

Chairman Dahlheimer adjourned the meeting at 8:10 p.m.

 *BOARDS MEMBER* 
Chairman-Joel Dahlheimer Secretary – Jo Kluver