

**Clear Lake/Clearwater Sewer Authority  
Regular Meeting Minutes  
November 20, 2025**

**CALL TO ORDER**

Chair Goenner called the meeting to order at 5:30 p.m. at the Wastewater Facility.

**ROLL CALL**

Present: Chair Geonner, Members Lawrence, Nelson, and Plaggerman.

Absent: Member Everett.

Staff Present: Director Smythe, Chief Operator Forsell.

Staff Absent: Operator Kirchenbauer, Treasurer Hill.

Guests Present: None.

A quorum was declared present.

**1. APPROVAL OF AGENDA**

- Staff requested to add item 5(d) - Discussion of criminal charges against former employee to Agenda.
- **MOTION** by Lawrence to approve Agenda with addition of item 5(d), seconded by Plaggerman, all voted aye. **MOTION CARRIED 4-0.**

**2. PUBLIC FORUM**

None.

**3. CONSENT AGENDA**

- a. **Approval of Minutes from August 21, 2025 Regular Meeting**
- b. **Approval of Claims/Accounts Payable for August 2025**
- c. **Approval of Claims/Accounts Payable for September 2025**
- d. **Approval of Claims/Accounts Payable for October 2025**
- e. **Q3-2025 Quarterly Budget Report**
- **MOTION** by Lawrence to approve the Consent Agenda as presented, seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.**

**4. OLD BUSINESS**

- a. **Approval of Director Contract Renewal**
  - Smythe noted that the Clearwater City Council has approved the contract and has amended the rate of increase between years from the proposed 3.5% to 4%.
  - **MOTION** by Lawrence to approve the Director Contract Renewal, seconded by Plaggerman, all voted aye. **MOTION CARRIED 4-0.**
- b. **Proposal for Payment of Contract Flow Shortfalls**
  - **MOTION** by Lawrence to invoice Clear Lake for the shortfalls with a 60-day due date for payment, seconded by Plaggerman, all voted aye. **MOTION CARRIED 4-0.**

**5. NEW BUSINESS**

- a. **Approval of 2026 Budget**
  - Smythe gave an overview of the budget packet. She apologized for the lack of a resolution outlining the budget summary.
  - **MOTION** by Lawrence to approve the 2026 budget as proposed with revenues of \$827,500, expenditures of \$827,500, a COLA increase of 3.5% to the salary compensation scale, a flow rate

of \$12.39, and a surcharge of \$10.00 per account. **MOTION** seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.**

**b. Res 2025-05 – Authorizing Signatories for Sewer Authority Accounts**

- **MOTION** by Lawrence to approve Resolution 2025-05, seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.**

**c. Approval of Meeting Schedule for 2026**

- **MOTION** by Plaggerman to approve the 2026 meeting schedule as proposed, seconded by Lawrence, all voted aye. **MOTION CARRIED 4-0.**

**d. Discussion of Criminal Charges Against Former Employee**

- Members from Clear Lake shared a statement and a copy of the criminal complaints against three former Clear Lake employees. One of the employees is the former Treasurer of the Sewer Authority, the other two conducted rounds under the staff-sharing agreement.
- Members discussed the risks of possible criminal activity at the Sewer Authority. Smythe noted that Ms. Koren was the Treasurer from 02/01/2018 – 11/01/2021.
- **MOTION** by Lawrence directing staff to obtain quotes for a forensic accountant for the period 02/01/2018 – 11/01/2021, seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.**

**6. REPORTS**

**a. Board Reports**

None.

**b. Staff Reports**

- Forsell noted the summary of projects completed over the last year in the agenda packets.
- Smythe reported that the staff had again received a compliance award from MPCA.

**c. FYI – Flow Report, Surcharge Report, Building Permit Reports**

- There were no questions on the reports.

**7. NEXT MEETING DATE**

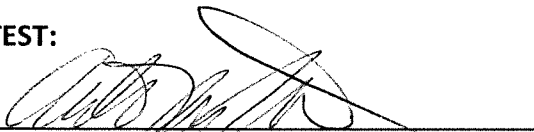
Next meeting will be January 22, 2026 at the Clearwater City Hall.

**8. ADJOURN**

**MOTION** to adjourn by Nelson, seconded by Plaggerman, all voted aye. **MOTION CARRIED 4-0.**

Meeting adjourned at 5:58 p.m.

**ATTEST:**

  
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Annita M. Smythe, Director

**APPROVED:**

  
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Tim Goenner, Chair