

STAFF WORK SESSION (1:00PM)
REGULAR MEETING (3:00PM)

MINUTES

(Approved 01.22.24)

STAFF WORK SESSION

Present: Mike Klingelhutz, Chair; Cathy Nielsen, Vice-chair; Pete Parris, Supervisor; Leanne Kunze, Clerk/Treasurer; Brian Lawrence, Public Works; James Schilling, Public Works

1. Staff work session started at 1:00pm

2. Discussed roads

a. Gravel/red rock – agreement to use red rock where appropriate; staff have requested updated bids for board consideration at the February 12, 2024, meeting; reminder of the additional cost to haul using belly dumper; staff to bring gravel and red rock plan along with bids to the February work session.

b. Tree trimming - \$4,000.00 was allotted in mid-2023; True N Fair Tree Care was selected from bids in 2023 and honors that quote for the remaining work to be done this winter.

c. Preparation for meeting with Road Engineer, Ron Bray – Pete and Brian will be meeting with Ron to review the preliminary pavement management plan; reviewed plan noting where borings suggest M&O (mill and overlay) or FDR (full depth repair); also discussed assessments for the paving plan – staff will map out the properties and note any in Green Acres (may defer) or Ag Preserve status (cannot assess).

d. Pending ROW Permit application from Metronet – staff reviewed and spoke with applicant; will be boring 60” below Airport Rd to bring service to property on SW corner of Airport Rd and Laketown Rd

3. Discussed equipment

a. FMV for snowblower is \$4,000.00-5,000.00 per Lano (Shakopee); consider holding on to it until next season unless a significant snow event occurs yet this season; paid \$9,500.00 new and less than 10 running hours used.

b. Sewer pump truck is due back at International in Glencoe when a service stall opens up. The chatter continued above 45mph with a test drive with load; also looking at tires as they’re pretty weathered – not unsafe, but quite weathered – noted the tires were recapped when truck was purchased – board discussed getting 4 new tires and see if that may also improve the chatter.

4. Sewer utilities

a. Cathy, Pete, and Leanne attended the 01.02.2024 Waconia City Council meeting and subsequent work session (upon adjournment) to listen to their discussion regarding a letter of support from the city for our state bonding request for upgrading our outdated 201 sewer system. All were pleased with their Bolton & Menk representative’s explanations and clarifications relating to questions about our current system and the proposed improvements meeting City code. If funding is secured, the City would like to discuss future annexation to ensure “islands” are not created (e.g., neighborhoods off of Klein Drive when further annexation and development occur.) Support for the letter was evident by council members.

b. Staff working on project list to include projects already underway - sealing manholes by lake lift stations; jetting Reitz Lake line; clean out laterals on middle mound at Lakewood Circle and add access

5. Miscellaneous

a. Discussed the status of the berm on parcel 07.0270500 (Pierson Lake LLC) farmed by Tony Hesse. Carver County WMO referred Tony to Minnehaha Creek Watershed District who has no record of inquiry or permit application to remove the berm. Learned Hesse had spoken with Soil & Water District who assisted in providing the history of the berm – a joint project of the landowner and the US Fish and Wildlife with a 20-year commitment. S&W also referred Hesse to MCWD for inquiry/permitting. While more than 20 years has passed, it still requires permitting from MCWD for any deconstruction. Further discussed the easement on that parcel – requesting an overlay on the aerial map to show the easement boundaries.

6. Staff work session ended at 3:01p

REGULAR MEETING

Present: Mike Klingelhutz, Chair; Cathy Nielsen, Vice-chair; Pete Parris, Supervisor; Leanne Kunze, Clerk/Treasurer

1. Regular meeting called to order at 3:03pm

2. Agenda adopted as amended

Motion by Parris, **Second** by Klingelhutz to adopt the Agenda with the removal of draft agenda's "b. Consider 2024 Employee Benefit Summary" and replace with the addition of "b. Consider purchase of 4 new tires to replace the dual rear, recapped, tires."

Motion carried (AYE:3-NAY:0)

3. Open Forum – held open until 3:20p with no participants

4. Annual Organizational Meeting

a. Nomination/election of Laketown Township Board Chair

Klingelhutz nominated Nielsen, Nielsen graciously declined nomination.

Motion by Klingelhutz, **Second** by Nielsen to elect Parris to serve as Chair.

Motion carried (AYE:3-NAY:0)

b. Nomination/election of Laketown Township Board Vice-chair

Motion by Parris, **Second** by Klingelhutz to elect Nielsen to serve as Vice-chair.

Motion carried (AYE:3-NAY:0)

c. - f. Combined items c-f into one motion

Motion by Klingelhutz, **Second** by Parris to combine agenda items c. - f. and approve in one motion to designate:

(c.) Security Bank as Banking Institution and Town Depository

(d.) Chaska Herald and Waconia Patriot as Official Newspaper for Legal Publications

(e.) Township website and outdoor bulletin board at the Town Hall for the official location for postings

(f.) Township website and outdoor bulletin board at the Town Hall for the official location for Holidays

Observed and Board Meeting schedule.

Motion carried (AYE:3-NAY:0)

g. Mileage reimbursement rate

Motion by Parris, **Second** by Klingelhutz to set the mileage reimbursement rate to be equal to IRS
Motion carried (AYE:3-NAY:0)

h. Set Board Member compensation

Motion by Klingelhutz, **Second** by Parris to set Board Member compensation at \$35.00 per hour for Board Meetings and work performed in official capacity authorized by the Board, noting ineligibility for overtime.
Motion carried (AYE:3-NAY:0)

i. Set Election Judge compensation

Motion by Klingelhutz, **Second** by Nielsen to set Election Judge compensation at \$18.00 per hour for Election Judge work authorized by Clerk.
Motion carried (AYE:3-NAY:0)

j. Considered Resolution 2024-01 Designating Polling Place

Motion by Klingelhutz, **Second** by Parris to adopt Resolution 2024-01 as presented.
Motion carried (AYE:3-NAY:0)

k. Considered Resolution 2024-02 Approval of Election Judge List

Motion by Nielsen, **Second** by Parris to approve Resolution 2024-02 as presented.
Discussion: Question was raised and confirmed that this list provides the ability to comply with party balance requirements.
Motion carried (AYE:3-NAY:0)

l. Considered Resolution 2024-03 Adopting 2024 Fee Scheule

Motion by Klingelhutz, **Second** by Nielsen to adopt Resolution 2024-03 with an increase to the Variance Request Review & Recommendation fee to \$150.00
Motion carried (AYE:3-NAY:0)

m. Considered Resolution 2024-04 Authorizing Certain Electronic Fund Transfers (EFT)

Motion by Parris, **Second** by Klingelhutz to adopt Resolution 2024-04 as presented.
Motion carried (AYE:3-NAY:0)

n. & o. Combined items n. & o. into one motion

Motion by Klingelhutz, **Second** by Nielsen to combine agenda items n. and o. and approve in one motion to designate:

(n.) Couri & Ruppe, PLLP as the Township's Legal Counsel

(o.) Ron Bray, WSB as the Township's Road Engineer

Motion carried (AYE:3-NAY:0)

p. Considered designations/appointments

Motion by Nielsen, **Second** by Parris to adopt as recommended for all items listed (i-xvi).

i.) Met Council: Parris

ii.) Minnehaha Creek Watershed District: Klingelhutz

iii.) Carver County Water Management Organization: Klingelhutz

iv.) Soil & Water District: Klingelhutz

v.) Minnesota Pollution Control: Nielsen

vi.) Carver County Board of Adjustment/Board of Appeal/Planning & Zoning: any board member

vii.) MS4: Klingelhutz On site: Brian Lawrence

viii.) Sewers: Board members On site sewer technician: James Schilling

- ix.) Town Roads: Parris On site road technician: Brian Lawrence
- x.) Weed Inspector: Lawrence
- xi.) Safety: Nielsen On site: Brian Lawrence
- xii.) City of Waconia/Waconia Fire Protection: Nielsen
- xiii.) City of Victoria/Victoria Fire Protection: Klingelhutz
- xiv.) City of Chaska/Chaska Fire Protection: Parris
- xv.) City of St. Boni/St. Boni Fire Protection: Parris
- xvi.) Carver County Township Association: all officers are members

Motion carried (AYE:3-NAY:0)

5. Approved Minutes

Motion by Nielsen, **Second** by Parris to approve the Minutes from the Special Meeting, Public Works Work Session, and Regular Meeting on 12.27.2023

Motion carried (AYE:3-NAY:0)

6. Financials

a. Approved Payment of Claims

Motion by Nielsen, **Second** by Klingelhutz to approve payment of Claims 14161-14173 totaling \$8,601.32

Motion carried (AYE:3-NAY:0)

b. Reviewed Receipts Register

Noted review of Receipts Register for receipts since 12.27.23 meeting totaling \$38,004.38

Kunze pointed out \$409.96 was received in 2023 and \$37,594.52 was received in 2024

c. Accepted Schedule 1 Treasurer's Report

Motion by Klingelhutz, **Second** by Parris to accept the Schedule 1 Treasurer's Report as presented.

Motion carried (AYE:3-NAY:0)

d. Reviewed Bank-to-CTAS balancing for month ending December 31, 2023, and year ending 2023

Noted review and December balanced.

7. Unfinished Business

a. Gratitude expressed in acknowledging receipt of the letter of support for our \$11m state bonding request from the City of Waconia.

b. Acknowledged letter requesting \$1.1m investment sent to Carver County Board of Commissioners.

c. Acknowledged memo sent to Tony Hesse referring him to MCWD and copied to property owner, MCWD, County, and township board.

8. New Business

a. Considered ROW Permit 2024-01R – requested by Metronet for an address on Laketown Rd via boring under Airport Rd

Motion by Nielsen, **Second** by Parris to approve ROW Permit 2024-01R as presented.

Motion carried (AYE:3-NAY:0)

b. Considered the purchase of 4 new tires to replace the dual rear, recapped, tires on Sewer Pump Truck.
Motion by Nielsen, **Second** by Klingelhutz to approve the purchase of 4 new tires to replace the dual rear, recapped, tires on the Sewer Pump Truck upon review and approval of quotes by Board Chair.
Motion carried (AYE:3-NAY:0)

9. Reports

- a. Reviewed old Pending Business List
- b. Klingelhutz raised concerns relating to after-the-fact permitting and other matters that fall to MCWD
- c. Nielsen noted previous report on City of Waconia meeting attended; reminder for CC Twp Assn meeting (reminder to add that to calendar)
- d. Parris reiterated the continued need to garner support for our state bonding request and noted growth in Carver County is on the radar of MN Building Trades
- e. Kunze reported submission of 2023 Payroll Report and w-3 from Paychex to MATIT for annual WC Audit purposes; informed Board that MN Comp Worth is due the end of the month; CLA will be on site Tuesday, February 5, 2024, for the 2023 audit; and noted upcoming training for Election Judges who will be working the March 5, 2024 Presidential Nominating Primary.

10. Noted there were no new items received for FYI / Correspondence


11. Meeting adjourned at 4:45pm
Motion by Nielsen, **Second** by Klingelhutz to adjourn the meeting.
Motion carried (AYE:3-NAY:0)

Respectfully submitted,


Leanne Kunze
Clerk/Treasurer

Board approved on 1-22-2024
Date

ATTEST:


Acting Chair




Clerk/Treasurer