

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

**AGENDA**

*(Preliminary)*

**1:00pm Work Session with Staff**

1. Review agenda
2. Roads
  - Review gravel and red rock quotes
  - Review paving plan updates
  - Input on pending ROW permit applications from Metronet
3. Equipment
  - Septic truck update
  - Generator repair
4. Sewer Utilities
  - 201 – 9597 Lakeview Ln sewer line repair
  - 201 – Review 2024 budget
  - 201 – Review contractor hourly rates for 2024
  - 201 - Discuss 2024 project list
  - 201 – Reitz Lk gravity line jetting
  - 201 – Sump pump inspection update
  - Confirm expectations for tracking diesel fuel usage for septic truck (James) & annual transfer of funds (Leanne)
  - Metro – discuss manhole repair options
5. General/Miscellaneous
  - Electrical panel repair at Township Hall
  - Issues with payroll vendor
  - CLA representatives were on site for the fieldwork portion of the 2023 yearend audit

---

**3:00pm Regular Meeting**

1. Call Meeting to Order
2. Adopt Agenda
3. **Open Forum** is an opportunity for citizens to discuss issues with the Board on items not on the agenda. Individuals are expected to limit their comments to 5 minutes. The Chair may limit the number of speakers discussing the same issue. The Board will take no official action on items discussed at the Open Forum. Items discussed at the Open Forum may be referred to staff for possible consideration at a future meeting.
4. Approve Minutes from January 22, 2024, Regular Meeting

5. Financials

- a. Approve Payment of Claims #14202-14238 totaling \$43,248.54
- b. Review Receipts Register totaling \$46,781.19
- c. Accept Schedule 1 Treasurer’s Report
- d. Review month ending January 31, 2024: Bank statement balanced with CTAS

6. Unfinished Business - none

7. New Business

- a. Consider CUP application for accessory structure for family business – Mike Brose (Scandia Rd)
- b. Consider ROW Permit 2024-04R requested by Metronet for fiber optic cable installations on Scandia Rd
- c. Consider ROW Permit 2024-05R requested by Metronet for fiber optic cable installation on Poppitz Ln
- d. Consider selection of gravel vendors for 2024
- e. Consider selection of excavation contractors for 2024
- f. Review notice of CUP compliance from Carver County relating to our cell tower
- g. Discuss timeline for meetings with neighborhoods scheduled for asphalt improvements in 2025
- h. Consider policy authorizing the annual transfer of funds from 201 to GF for septic truck diesel use
- i. Consider 2024 transfer from 201 to LRF (\$11,100.00/year; 2024 is year 2 of 3-yr repayment plan for septic truck)
- j. Consider draft agenda for March 12, 2024 Annual Meeting

8. Reports

- a. Review *Pending Business List*
- b. Chair Parris -
- c. Vice-chair Nielsen -
- d. Supervisor Klingelhutz -
- e. Clerk/Treasurer Kunze - next meeting=Board of Audit, 2025 draft budget review, and proposed levy increase

9. FYI / Correspondence

- a. Slides from Metro Watershed Based Implementation Funding (WBIF) Convene Process presentation

10. Adjournment

---

**Looking ahead...**

|                            |   |  |
|----------------------------|---|--|
| Monday, February 12, 2024  | Work Session with Staff<br>Regular Board Meeting                  | 1:00pm @ Township Hall<br>3:00pm @ Township Hall |
| Monday, February 19, 2024  | CLOSED – President’s Day  |  |
| Tuesday, February 26, 2024 | Regular Board Meeting   | 6:00pm @ Township Hall                           |
| Tuesday, March 5, 2024     | Presidential Nominating Primary                                   | Polls open 7:00am-8:00pm                         |
| Monday, March 11, 2024     | Work Session with Staff<br>Board of Audit & Regular Board Meeting | 1:00pm @ Township Hall<br>3:00pm @ Township Hall |
| Tuesday, March 12, 2024    | Annual Township Meeting   | 7:00pm @ Township Hall                           |