

Township Hall 9530 Laketown Rd Chaska, MN 55318	Township of Laketown Board of Supervisors STAFF WORK SESSION 1:00p BOARD OF AUDIT & REGULAR MEETING 3:00p	Monday, March 11, 2024
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MINUTES
[Approved 03.25.2024]

1. Staff Work Session called to Order at 1:01p

2. Roads

- Weight restrictions
 - Went into effect on Feb 26th not likely to remain in effect much longer
 - Seeking direction on redrock in upper Schmittville neighborhood
 - Upper is about 200 tons –reduce application until more is known on 201 Plan
 - Reduce application on Lakewood Circle where sewer access would be
 - Marcus (alley) was done last summer
 - Exemption permit (weight restrictions) granted to Wickenhauser Excavating
- LRIP application status for Augusta Rd – anticipated award notice end of March
- Brian requested dates for Annual Road Tour with Road Engineer
- Public Hearings on paving plan
 - Poppitz and Summit can be held at Town Hall
 - Pierson (40 homes) and Rolling Meadows (50 homes) will need to be held off-site
- Reviewed Carver County Report re: 2023 Bridge Inspections
- Nielsen notes one of the classes offered during MAT Short Courses re: recycling road materials
- Recommendations on 5 ROW Permits
 - Kingswood – Metronet – no concerns – clear from 201
 - Oakwood – Metronet – will need to ensure they bore between 36-48’ to protect 201
 - Lakeview – Metronet – no concerns – clear from 201
 - Summit – Metronet – no concerns
 - Airport Rd – MVEC – south side of road – remove wires and anchor existing pole

3. Equipment

- Septic truck update
 - More repairs made; replaced remaining shocks; cab bushings were loose; swapped tires to test if the hop would go away and it did; they recommend steer tires; coolant issue – window showing antifreeze is cycling broken and replaced – concerned possible leak and looking deeper
- Tire quotes for sewer truck (front tires)

4. Sewer

- 201: drain inspection update
 - One more since last update; may need to send follow-up letters with notice of surcharge if not completed by mid-April
- Met Sewer: update 2024 budget with manhole repair/sealing estimates (Rolling Meadows)
 - Sealing manhole (\$6,500) or lift ring repairs (\$2,500)

- Product cone \$145 each; pull rings off and insert in addition to the lift ring repairs
- Also a rubber boot product with stainless steel bands that allows for flexibility; seals and keeps things out (e.g., 10" = \$315) wouldn't have to dig, so no excavation needed
 - Maybe try these on a few this year ^ and see how they hold up and decide what to do next year (Board direction to staff: Try 3-4 in 2024)
- 201: review 2024 budget
 - Research which 201 neighborhoods have already paid SAC

5. Miscellaneous

- Discuss any additional information needed for Annual Meeting 7:00p on 03.12.2024
 - Get list of 2023 annexations to Mike & anticipated in next year
 - Note pile of wood chips are available at hall – staff will not assist in loading
- Discuss Public Hearing 7:00p on 03.20.2024 at Laketown Elementary

6. Adjourned Staff Work Session – agenda complete at 2:58p

1. Called **Board of Audit** to Order at 3:00p

2. Consider 2023 Audit Report from Clifton Larson Allen (CLA)

Reviewed and discussed 2023 Audit performed by CLA

Motion by Klingelutz, **Second** by Nielsen to accept the 2023 Audit report from CLA

Motion carried 3-0

3. Adjourned Board of Audit at 3:08p

Motion by Parris, **Second** by Klingelutz to adjourn the Board of Audit

Motion carried 3-0

1. Call **Regular Meeting** to Order 3:09p

2. Review Agenda

Motion by Klingelutz, **Second** by Parris to move the Variance Request before Minutes prior to Open Forum.

Motion carried 3-0

Item taken out of order per above motion:

Consider Board recommendation on Variance Request (7055-7065 Abbywood Ln property line)

- Frank Pernat present to explain his Variance Request to move property line to the west

Motion by Parris, **Second** by Nielsen to recommend approval of Variance Request

Motion carried 3-0

3. Open Forum [*held open until 3:45p; no participants*] 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. Minutes

- Approve minutes from Regular Meeting 02.26.2024
 - **Motion** by Nielsen, **Second** by Klingelutz to approve the minutes from 02.26.2024

- Motion carried 2-0
- Approve minutes from Special Meeting 03.08.2024
 - Motion by Nielsen, Second by Klingelhutz to approve the minutes from 03.08.2024
 - Motion carried 3-0

5. Financials

- Payment of claims 14265-14295 = \$29,508.36 (Check numbers 27773-27803, EFT 24-19 to 24-22d, VOID checks 27786-27792 printed vs EFT)
 - Motion by Parris, Second by Klingelhutz to approve payment of claims 14265-14295 = \$29,508.36
 - Motion Carried 3-0
- Review Receipts Register 103222-103238 = \$17,594.12
 - reviewed
- Accept Schedule 1 Treasurer's Report
 - Motion by Nielsen, Second by Klingelhutz to accept the Schedule 1 Treasurer's Report
 - Motion Carried 3-0
- Review February bank-to-CTAS balancing
 - reviewed
- Consider reinvestment options for two (2) CDs maturing next week
 - Airport Road Debt Service (ARDS) Fund CD 8007337 matures 03.22.2024
Motion by Parris, Second by Klingelhutz to re-invest \$100,000.00 for a term of 6mo at 4.91% and deposit remaining proceeds into ARDS fund.
Motion carries 3-0
 - General Fund (GF) CD 8007336 matures 03.22.2024
Motion by Parris, Second by Klingelhutz to re-invest \$68,000.00 for a term of 6mo at 4.91% and deposit remaining proceeds into GF.
Motion carries 3-0

6. Unfinished Business

- Item tabled 02.26.2024 to this meeting: Consider increasing Met Sewer quarterly billing rate
In hindsight, the \$6/qtr increase was insufficient to build the fund to cover the cost of repairing 44 manholes in the Rolling Meadows neighborhood. That was only \$3/mo increase per household and does not bring in the funds necessary to cover the cost of the system.

Motion by Parris, Second by Klingelhutz to set the Met Sewer rate at \$75/qtr effective Q2 and to include explanation on next bill.

Motion carried 3-0

7. New Business

- Consider Resolution 2024-07 Septic Drainfield Transfer Agreement (Hoggarth/Mestad/Rosin)
Motion by Klingelhutz, Second by Nielsen to adopt Resolution 2024-07 Agreement
Motion carried 3-0
- Consider ROW Permit 2024-07R-Metronet (Kingswood Dr)
Motion by Nielsen, Second by Klingelhutz to approve ROW Permit 2024-07R
Motion carried 3-0
- Consider ROW Permit 2024-08R-Metronet (Oakwood Dr) – as stipulated
Motion by Parris, Second by Klingelhutz to approve ROW Permit 2024-08R with stipulation noted during staff work session.

- **Motion** carried 3-0
- Consider ROW Permit 2024-09R-Metronet (Lakeview Ln)
 - **Motion** by Nielsen, **Second** by Klingelhutz to approve ROW Permit 2024-09R
 - **Motion** carried 3-0
- Consider ROW Permit 2024-10R-Metronet (Summit Pl)
 - **Motion** by Nielsen, **Second** by Parris to approve ROW Permit 2024-10R
 - **Motion** carried 3-0
- Consider ROW Permit 2024-11R-MVEC (Airport Rd)
 - **Motion** by Parris, **Second** by Klingelhutz to approve ROW Permit 2024-11R
 - **Motion** carried 3-0
- Consider dates for Public Hearings by neighborhood for asphalt improvement projects
 - Coordinate for Ron Bray and Mike Couri to attend – look at April 18-May 2
 - Board to consider project at May 13 meeting
- Consider date for Sewer Task Force to meet after the March 20th Public Hearing
 - Wait to schedule once bonding request status is known for this session
- Consider MAT Spring Short Courses & vote to be held on proposed amendments to MAT Bylaws
 - Reviewed schedule of Spring Short Courses offered throughout the state
 - None able to attend dates near us
 - Suggest to the new Townships United group to seek MN AG assistance
- Consider 2025 Budget and Levy recommendation for 2024 Annual Meeting
 - **Motion** by Nielsen, **Second** by Parris to approve draft 2025 budget with recommendation for 5% levy (\$579,251.40) to be set by the residents at the Annual Meeting, Tuesday, March 12, 2024.
 - **Motion** carried 3-0
- Consider quotes for tires
 - **Motion** by Klingelhutz, **Second** by Parris to authorize purchase of tires for the Septic Truck using estimate from Sam's Tire (\$1763)
 - **Motion** carried 3-0
- Consider authorizing purchase of refreshments for Annual Meeting attendees
 - **Motion** by Parris, **Second** by Klingelhutz to purchase cookies and water not to exceed \$100
 - **Motion** carries 3-0

8. Reports

- Reviewed *Pending Business List*
 - *Remove items: lift station repair and budget prep*
- Chair Parris – bonding bill update already provided
- Vice-chair Nielsen – will be applying for the 2024 CDA pre-development grant; will watch the webinar on Livable Communities Act) grant
- Supervisor Klingelhutz - MCWD letter of support received
- Clerk/Treasurer Kunze – nothing additional

9. FYI / Correspondence

- Carver County Building Permits issued in February
- City of Waconia Fire Contract Cost Breakdown – noted exorbitant increase projected for 2025
- Notice of Met Council LCA Program Overview Webinar – Cathy will watch
- Email from “United for Our Association” re: concerns relating to MN Assn of Townships
- Letter of support from MCWD for our state bonding request for the 201 Facility Plan
- Acknowledgement and gratitude to CD Products for the donated logo stencil on township wall!

10. Adjourned at 5:46p

Motion by Parris, **Second** by Klingelhutz to adjourn.

Motion carried 3-0

Respectfully submitted,
Leanne Kunze
Clerk-Treasurer

Approved by Board on this 25 day of March, 2024.

By 
Pete Parris, Chair

Attest 
Jean Moore, Deputy Clerk-Treasurer