

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

MINUTES

(For approval 02.26.2024)

1:00pm Work Session with Staff

1. Review agenda

2. Roads

Review gravel and red rock quotes:

Reviewed quotes received from Joseph White, Wm Mueller & Sons, Bryan Rock
Reminder yd³ = 1.5 tons

Recommendations for planned projects in 2024:

1550 tons red rock from Bryan Rock with belly dump \$33,867.00 (\$21.85/ton)

93 loads (1311 cu yds) Class 5 from Wm Muller & Sons \$26,130.00 (\$19.93/yard³ delivered)

Staff to provide 6-year look-back on cost increases for red rock/gravel for use at Annual Meeting

Review paving plan updates:

Brian & Pete met with Ron Bray, WSB to review and update asphalt plan, road by road

Poppitz Ln – at the higher end of reasonable cost to property owner

Summit Av – cost to property owner is high (less properties to share the cost) – legal counsel recommends unanimous written agreement with waiver of appeal to include a dollar amount (not to exceed) for their assessment (any realized cost beyond that would be township responsibility) or turn road to gravel in 2 yrs

Roads in Rolling Meadows can be assessed together; same with Bavaria neighborhood

Mike reached out to bank re: municipal bond rate; currently = 5.14% (+ 2% we add)

Suggesting we go with 20 year as that matches the minimum life expectancy of the road

Assessments for asphalt road improvements in 201 neighborhoods will be higher than those on gravel (increase in cost to repair/replace asphalt road vs gravel road after sewer pipes installed)

Suggested the order of meetings with neighborhoods for 2025 asphalt plan: Summit, Poppitz, Rolling Meadows

Note: 15% Township portion for 2025 asphalt improvements = \$207,263.00

Input on pending ROW permit applications from Metronet

Staff reviewed plans and will mark 201 & Gopher State Once-call will mark other utilities – no concerns as they bore 60" under the road and our sewer will be marked ahead of time (re: ROW permits: Scandia & Poppitz)

3. Equipment

Septic truck update

Tires didn't solve the vibrating; antifreeze leak still being studied
Staff to reach out to previous owner to see if there is any history that we are not aware of

Generator repair

Plugged up. On-site repair – suggests running once per month to prevent gumming up in future.

4. Sewer Utilities

201 – 9597 Lakeview Ln sewer line repair

Metronet bored through line – backed up sewer – repaired.
Our requirement was 36" under road – issue wasn't under the road

201 – Review 2024 budget

201 – Review contractor hourly rates for 2024

Reviewed hourly rate quotes from Digrite and Henning excavation contractors for 2024
Consider designating a preferred contractor, knowing availability be factor with contractor when/if project is needed

201 - Discuss 2024 project list

Reviewed list

201 – Reitz Lk gravity line jetting – staff to bring 2 quotes to next staff session

201 – Sump pump inspection update

32 done; 15 left; 3 are snowbirds; have not found anything

Confirmed expectations for tracking diesel fuel usage for septic truck & annual transfer of funds:

Discussed expectations referenced in April 2022 Minutes for James to track diesel fuel use for septic truck. Unwritten, but understood, was this practice was put in place so there would be an annual transfer from 201 to GF to pay for the diesel used. The first transfer was in October of 2023 and was included in the Schedule 1 Treasurer's report, but not otherwise referenced in the Minutes. Board will act on this policy clarification during the regular meeting.

Met Sewer

Discussed manhole repair options – 4 planned for 2024; 2 per year until complete
Discussed need to continue increasing rates to build funds for maintenance and repairs
Staff to submit draft Met Sewer budget at next staff session

5. General/Miscellaneous

- Electrical panel repair at Township Hall
Breaker loose and burnt – replaced & may need new panel in future

3:00pm Regular Meeting

1. Call Meeting to Order at 3:10p

2. Adopt Agenda

Motion by Parris, **Second** by Klingelhutz to adopt Agenda as amended (removal of reference to separate Minutes from meeting with legal counsel) **Motion carried** 3-0

3. Open Forum (remained open until 3:20p; 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. Approve Minutes from January 22, 2024, Regular Meeting

Motion by Klingelhutz, **Second** by Nielsen to approve Minutes from January 22, 2023 Regular Meeting. **Motion carried 2-0** (Parris abstained)

5. Financials

- a. **Motion** by Parris, **Second** by Klingelhutz to approve Payment of Claims #14202-14238 totaling \$43,248.54
Motion carried 3-0
- b. Reviewed Receipts Register totaling \$46,781.19
- c. **Motion** by Klingelhutz, **Second** by Parris to accept Schedule 1 Treasurer's Report. **Motion carried 3-0**
- d. Reviewed 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)

Mike Brose present – has been working on prototypes and now has product on market – battery operated remote control – lake weed control

Reseller is located near New Hope – anticipates selling about 15 bugs and 7 gators annually – haul in enclosed trailer
Light assembly – cordless tools and wiring (not manufacturing)
Currently doing this work out of garage and uncle's garage – desires one large building
Need more room and more storage and wants to do this by the book

Brose says likely a 50 x 100 shed vs 50 x 120
County wants him to combine his 5 and 25 acre parcels
So, then it wouldn't need a shed variance
It's the CUP (business) that would be considered

Board recommendations for Carver County:

- Support county's requirement to combine parcels
- Family-run – no more than 4 employees
- Contained in shed – parts, assembly and inventory
- Light assembly -cordless tools
- Likely will have pump tank installed – will comply with Carver County septic for new building
- If Scandia Road neighbors do not participate in the annual dustcoating in the future, it would trigger review

Motion by Nielsen, **Second** by Klingelhutz to support CUP with the recommendations as stated above. **Motion carried 3-0**
Klingelhutz will attend the Carver County Planning Commission on Tuesday, Feb 20, 2024 when this matter is being considered for approval.

- a. Consider ROW Permit 2024-04R requested by Metronet for fiber optic cable installations on Scandia Rd
Motion by Nielsen, **Second** by Parris to approve Metronet ROW Permit 2024-04 for Scandia Rd, noting staff will mark 201 sewer line. **Motion carried 3-0**
- b. Consider ROW Permit 2024-05R requested by Metronet for fiber optic cable installation on Poppitz Ln
Motion by Klingelhutz, **Second** by Parris to approve Metronet ROW Permit 2024-05R for Poppitz Ln
Motion carried 3-0
- c. Consider selection of gravel vendors for 2024

Motion by Klingelhutz, **Second** by Nielsen to approve the following:

1550 tons red rock from Bryan Rock with belly dump \$33,867.00 (\$21.85/ton delivered)

93 loads (1311 yd³) Class 5 from Wm Muller & Sons \$26,130.00 (\$19.93/yard³ delivered)

Motion carried 3-0

d. Consider selection of excavation contractors for 2024

Motion by Klingelhutz, **Second** by Parris to designate Henning as the preferred contractor for excavating in 2024, noting that Digrite could be used in an emergency and/or if Henning is unavailable. **Motion carried** 3-0

e. Reviewed notice of CUP compliance from Carver County relating to lease on our cell tower
Staff to reach out to Carver County to confirm expectations.

f. Discuss timeline for meetings with neighborhoods scheduled for asphalt improvements in 2025
Order or meetings with neighborhoods: Summit, Poppitz, Rolling Meadows, Pierson Lake – use PW bay
Will also raise at the Annual Meeting that these informational meetings will be held beginning in April

g. Consider policy authorizing the annual transfer of funds from 201 to GF for septic truck diesel use
Motion by Klingelhutz, **Second** by Parris to codify as policy, the expectation set in April 2022 when the septic truck was purchased: Staff (James) is to keep a detailed log of diesel fuel used for the septic truck beginning in April 2022; such log shall be submitted annually to the Clerk/Treasurer to make an authorized transfer funds from the 201 Sewer Fund (601) to the General Fund (100) by November 1 of each year for reimbursement for diesel fuel used. Such transfers will be referenced in the acceptance of the Schedule 1 Treasurer's Report, and acknowledge the 1st annual transfer was properly done in October of 2023. **Motion carried** 3-0

h. Consider 2024 transfer from 201 to LRF

\$11,100.00/year reflects 1/3 of the payoff including 1% interest

2024 is year 2 of the 3-yr repayment plan for the 2022 purchase of the septic truck

Motion by Parris, **Second** by Klingelhutz to transfer \$22,200.00 from the 201 fund to the Long Range fund, reflecting payment in full. **Motion carried** 3-0

i. Set draft agenda for March 12, 2024 Annual Meeting:

MS4 report- Klingelhutz

Town Update

Roads – Overall roads (Nielsen – Augusta Rd) (Parris – pavement plan)

Equipment – Nielsen

Wastewater/Sewer – break up into previous year projects and existing system (Klingelhutz) & proposed upgrade (Parris)

ARPA funds – Nielsen

Website - Nielsen

Annexations – Klingelhutz

Minutes – Moderator

Financial Reports – Kunze

Proposed 2025 Budget – Parris

Set Levy – Moderator

Open Forum

Next meeting – Tuesday, March 11, 2025

Adjournment

k. 201 Facility Plan – wastewater improvement project next steps

(1) Authorize board members lobbying in favor of our state bonding request for 201 facility plan

Chair Parris has appointments scheduled with members of the MN Legislature and a "leave-behind" packet prepped for consistent message.

Motion by Klingelhutz, **Second** by Nielsen to authorize board member(s) to lobby legislators in support of our state bonding request up to 20 hours per week (combined; not each) not to exceed 100 hours without additional board approval. **Motion carried** 3-0

Board members will note on quarterly expense report when hours should be assigned to the 201 fund; Kunze to assign hours to 201 (vs GF)

(2) Formal submission of Facility Plan to MPCA by March 1 and Public Hearing to follow in March

Per timeline for remaining on PPL and IUP, the Facility Plan finalized in October 2023 by Bolton & Menk needs to be formally submitted to MPCA by March 1.

Motion by Nielsen, **Second** by Parris for staff to proceed with submitting Facility Plan to MPCA via Bolton & Menk recommendation. **Motion carried** 3-0

Kunze to check on availability for use of space at Laketown Elementary School for the 201 Public Hearing – target date of Thursday, March 21, 2024 at 7:00p

(3) Numbers for 201 Facility Plan funding reviewed – to be used in packets to leave behind at legislature

I. Issues with Paychex payroll services

Kunze provided an update on the unresolved issues with Paychex

Benefit updates/accruals have yet to show up on employee paystubs – this does not comply with the new MN ESST requirements, so we have a separate in-house accounting of YTD accrual/use while we wait.

Additionally, error discovered on employee W-2s – inaccurate reference using a code for voluntary 403b instead of mandatory pension deduction/contribution. Accurate reporting of PERA instructions also sent to Paychex for correction. Appears this may have been an error for several years.

If this remains unresolved, we may wish to look into options for payroll services. We benefit from having a payroll service to submit our quarterly payroll reports and payments.

8. Reports

- a. Review *Pending Business List* –
Staff to add 2025 budget for consideration at Annual Meeting
Staff to post notice for special meeting to be held at 1:00pm on March 8th for 2025 budget work session
- b. Chair Parris -met with legal counsel (Couri) 01/23/24 regarding 429 process and reasonable assessments by neighborhood for 2025 asphalt improvements– legal advice had already been discussed during staff work session
- c. Vice-chair Nielsen – Board of Water and Soil Resources – grant money available for water quality \$114k – \$1.2m – looking into convene process and eligibility; Carver Co Assn of Townships meeting recap provided
- d. Supervisor Klingelhutz – reviewed recent matters involving MCWD; letter sent to property owner re: Tony Hesse (farmer) desire to remove berm – requires MCWD permit; and after-the-fact permitting and compliance underway re: new construction on shoreline of Pierson Lake
- e. Clerk/Treasurer Kunze - CLA representatives were on site for the fieldwork portion of the 2023 yearend audit, March 11, 2024 meeting will include Board of Audit, 2025 draft budget review, and proposed levy increase for March 12 Annual Meeting

9. FYI / Correspondence

- a. Slides shared from Metro Watershed Based Implementation Funding (WBIF) Convene Process presentation
- b. Carver County 3rd compliance letter re: PID 07.0280500 - 7580 Co Rd 10

10. Adjournment

Agenda completed; meeting adjourned at 5:51p

Respectfully submitted,

Leanne Kunze, Clerk/Treasurer



Board Approved Minutes 02.26.24

Its Chair [Signature]

Attest [Signature]

Looking ahead...

Tuesday, February 26, 2024	Regular Board Meeting	6:00pm @ Township Hall
Tuesday, March 5, 2024	Presidential Nominating Primary	Polls open 7:00am-8:00pm
Friday, March 8, 2024	Special Meeting: 2025 Budget Prep	1:00pm @ Township Hall
Monday, March 11, 2024	Work Session with Staff Board of Audit & Regular Board Meeting	1:00pm @ Township Hall 3:00pm @ Township Hall
Tuesday, March 12, 2024	Annual Township Meeting	7:00pm @ Township Hall