

MEETING MINUTES

ATTENDEES

**Board:** Chair Mike Klingelhutz; Vice-chair Cathy Nielsen; Supervisor Pete Parris

**Staff:** Clerk/Treasurer Leanne Kunze; Deputy Clerk/Treasurer Melissa Lano

**Guests:** Dahlgren Township Supervisor Jeff Thompson; Dahlgren Township Supervisor Brian Gennrich (for 4pm session only)

4:00 p.m.

**Special Meeting regarding Augusta Road called to order at 4:04pm by Chair Klingelhutz.**

- Reviewed Augusta Road status with Dahlgren Town Supervisors Jeff Thompson and Brian Gennrich.
- Laketown Board and representatives from Dahlgren Board agree on the following points:
  - Safety is first priority
  - The road needs to be improved – either turn over to gravel or pave – as patching is no longer sufficient
  - Both townships have residents with strong feelings about the condition of the road
  - Both townships have residents who support and residents who oppose improvements that would result in assessments (i.e., paving)
  - Both townships are committed to working together to resolve this matter fairly
- Plan for 2024: Laketown Board and representatives from Dahlgren Township agree to inform their respective residents of the intent to turn Augusta Road over to gravel in 2024. Both townships will plan to proceed with turning over to gravel if both township boards do not agree otherwise prior to Fall of 2023. If residents of both townships wish to have this plan reconsidered by both boards, they would need to make such a request in writing along with written proof that a majority of residents along the impacted road want Augusta Road to be paved and accept the corresponding assessment for road improvement.
- Plan for 2023: Laketown Board and representatives from Dahlgren Township agree to an interim plan to continue status quo maintenance of Augusta Road in 2023. Representatives from Dahlgren Township agree to plan for a contribution to Laketown Township not to exceed \$1,500.00 for 2023 maintenance.
- Additionally, Laketown Board and representatives from Dahlgren Township agree to meet to further discuss the plan to turn Augusta Road over to gravel in 2024 and enter into an updated Road Maintenance Agreement that would include dust coating expectations to ensure there is no disparity between residents from each township. (Background: Dahlgren and Laketown both provide dust coating service twice per year, but at different concentrations and different cost-share.)

5:00 p.m.

**Work Session for 2024 General Fund Budget proposal called to order at 5:00pm**

- Reviewed current levy (2023) versus general fund actuals from 2019-2022.
- Discussed Road and Bridge restricted funds.
- Discussed General Fund as one of many funds noted in Schedule 1.
- Created line-by-line proposal for 2024 General Fund Budget for Annual Meeting

6:00 p.m.

**Regular Town Board Meeting called to order at 6:06pm**

**Adopt Agenda**

Agenda items added to New Business

- Consider laptop(s) for board of supervisor(s)
- Discuss tracking of sewer meter readings
- Consider purchase of an air purifier for township office
- Consider purchase of Adobe Acrobat Pro
- Consider proposed levy for 2024 General Fund budget

**ACTION:** Motion by Vice-chair Nielsen to adopt the agenda as amended.  
Second by Supervisor Parris  
**RESULTS:** None opposed. Motion carried.

**Open Forum** No issues raised

#### **Approve Minutes**

Reviewed draft Meeting Minutes from February 13, 2023. Two (2) corrections noted.

**ACTION:** Motion by Chair Klingelhutz to approve February 13, 2023 Minutes as corrected.  
Second by Supervisor Pete Parris  
**RESULTS:** None opposed. Motion carried.

#### **Financials**

- Payment of Claims

**ACTION:** Motion by Chair Klingelhutz to approve claims #13587 – 13613 totaling \$24,167.50  
Second by Vice-chair Nielsen  
**RESULTS:** None opposed. Motion carried.

- Schedule 1 Treasurer's Report

**ACTION:** Motion by Vice-chair Nielsen to accept Treasurer's Report.  
Second by Supervisor Parris  
**RESULTS:** None opposed. Motion carried.

- Receipts Register
  - Reviewed Receipts Register totaling \$2,855.04
  - Chair Klingelhutz noted for the record that Receipts Register has been reviewed and looks good.

#### **New Business**

- Gravel Quote -Mueller and Bryan Rock

**ACTION:** Motion by Supervisor Parris to table to the March 13, 2023 Regular Meeting Agenda  
Second by Chair Klingelhutz  
**RESULTS:** None opposed. Motion carried.

- Consider CAT IT24F Loader Quote

**ACTION:** Motion by Chair Klingelhutz to approve quote – to be paid out of Equipment Fund.  
Second by Supervisor Parris  
**RESULTS:** None opposed. Motion carried.

- Consider Resolution 2023-05 Carver County Community Development Agency (CDA) Grant

**ACTION:** Motion by Chair Klingelhutz to adopt Resolution 2023-05 and authorize Vice-chair Nielsen to submit the 2023 grant application to Carver County CDA.  
Second by Supervisor Parris  
**RESULTS:** None opposed. Motion carried.

- Discussed laptop(s) for board of supervisor(s)
  - Board will work with staff to determine what organizational support needs supervisors need. Record retention requirements should be considered in this process.
- Discuss tracking of sewer meter readings
  - Staff will provide Board with a tracking report on metered residential sewers (Bavaria)

- Consider purchase of an air purifier for township office  
 ACTION: Motion by Supervisor Parris to purchase Honeywell model and 3 replacement filters.  
 Second by Vice-chair Nielsen  
 RESULTS: None opposed. Motion carried.
  
- Consider purchase of Adobe Acrobat Pro  
 ACTION: Motion by Supervisor Parris to purchase Adobe Acrobat Pro.  
 Second by Vice-chair Nielsen  
 Note: If able to be invoiced, please do, otherwise approved for monthly reimbursement if credit card is required.  
 RESULTS: None opposed. Motion carried.
  
- Consider proposed levy for 2024 General Fund budget  
 ACTION: Motion by Supervisor Pete Parris to propose to the township residents at the March 14, 2023 Annual Meeting, a recommendation to set the 2024 General Fund levy at \$551,668.00, representing a 3% increase (\$16,068.00) over current year 2023.  
 Second by Chair Klingelhutz  
 RESULTS: None opposed. Motion carried.

**Unfinished Business - none**

**Board Member Reports**

Chair Mike Klingelhutz

- Reviewed *Pending Business List*
  - staff to update list
  - staff to check with City of Victoria on status of annexation of Three Rivers Park
  - staff to send draft minutes from the 4:00p special meeting to Dahlgren representatives
  - staff to check on next steps for participation in MN-WARN program
  - staff reported back on contact with township's legal counsel – recommends amending sewer ordinance to authorize township to pump and inspect annually when finding non-compliance and bill back to property owner – draft language to be provided

Vice Chair Cathy Nielsen

- briefly reviewed oversight role of State Auditor

Supervisor Pete Parris

- follow up on concerns relating to sign ordinance compliance - County may end up sending a letter to the property owners – waiting on legal review.

Clerk/Treasurer Leanne Kunze

- shared final copy of Event Permit Application as approved
- identified correspondence in packet
- review roles for Annual Meeting; staff will send annotated agenda to board members
- add review of Annual Meeting agenda and roles to the March 13<sup>th</sup> regular meeting agenda
- notice to be posted re: 2 or more board members attending 3/9 City of Victoria meeting
- informed board of receiving the 2022 Town Road Settlement in the amount of \$29,949.17 that will show up in next meeting's receipts register
- discussed board thoughts on electronic packet & binders to be provided on site vs delivered
  - staff to provide electronic packets no later than 12noon Friday before meetings
  - include permits in the electronic packet; not needed for binders
  - hard copy binder will be on-site no later than 12noon on meeting dates
- informed board that we will no longer have a credit account under new owner as Frattelone's uses Capitol One credit services - best practice per MN Assn of Twps is to refrain from credit cards
- informed board that Melissa Lano has agreed to stay on as Deputy Clerk/Treasurer

- answered questions about training progress – going well

**Correspondence**

- January 2023 Permits Issued
- St. Boni Fire Department Calls
- State Auditor - Contractors Quotations
- Frattallone’s Hardware and Garden Center

**Adjournment** – meeting adjourned at 7:43p

Approved March 13, 2023

*Michael C. ... 3/13/2023*  
*Stefanie ... 3/13/2023*

**UPCOMING MEETINGS**

Thursday, March 9, 2023	Meeting with Bolten & Menk at Victoria City Hall	2:00PM
Monday, March 13, 2023	Public Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
<i>Tuesday, March 14, 2023</i>	<i>Annual Town Meeting</i>	<i>7:00 PM</i>
Monday, March 27, 2023	Regular Town Board Meeting	6:00 PM
Monday, April 10, 2023	Public Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
Monday, April 24, 2023	Regular Town Board Meeting	6:00 PM
April - date to be determined	Road Tour	TBD
Monday, May 08, 2023	Public Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
Monday, May 22, 2023	Regular Town Board Meeting	6:00 PM
<b>Monday, May 29, 2023</b>	<b>Closed - Memorial Day</b>	
Monday, June 12, 2023	Public Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
Monday, June 26, 2023	Regular Town Board Meeting	6:00 PM