

1:00p

Call to Order - Public Works Work Session

Chair Klingelhutz called the Public Works Work Session to order at 1:02p

Roads

- Discussed Road Restrictions in effect March 10, 2023 (5 tons per axle)
 - Staff reported signs will go out 3/15; delayed due to plowing.
Staff confirmed we receive these dates from the State, however, the Board may extend.

- Reviewed Gravel Quotes (both Class 5 and red rock)
 - Board and staff reviewed the WM Mueller & Sons 2023 Carver Pit Price List 1-1-2023; WM Mueller & Sons gravel quote; and the Bryan Rock gravel quote for the township's gravel needs.

 - Staff clarified the ratio of tons per cubic yard – it is standard to use 1.3-1.4 tons as equivalent to a cubic yard. Trucks are weighed and the 0.1 variance is dependent upon moisture when the rock is loaded and weighed.

 - Staff recommendation is to use WM Mueller & Sons for Class 5 and Bryan Rock for red rock.

- Reviewed draft Joint Powers Agreement (JPA) with Carver County re: chip sealing & shoulder work
 - Staff reported the other quote was from Pearson Bros at \$1.82
 - Staff recommendation is to enter into the JPA with Carver County
 - Discussed the future extension of 92 to 10 creating a roundabout on Airport Rd and the timeline is driven by development that would involve the City of Waconia
 - Board recommends entering into the JPA with Carver County and to go ahead and chip-seal all (include shoulder work)
 - Staff to consult with City of Waconia to confirm agreement and mark the line on the west end

- Update on Augusta Road
 - The 2024 plan to turn over to gravel would involve milling twice and applying 4" of gravel
 - The 2023 plan remains status quo with patching as the road is deteriorating fast
 - Board recommendation is to complete the patching project all at once – not broken into days with breaks in-between – this way residents know when it's done

- Discuss outfalls and sweeping
 - Chair Klingelhutz asked about outfalls and sweeping as part of reporting for the MS4 permit
 - A map of outfalls was created by WSB in the past
 - Staff assured the Board that the minimum requirement for sweeping 2 x per year is occurring and this is hired out as the township does not have the equipment

- Discuss water quality project
 - Discussed letter sent to local municipalities by Carver County Water Management to provide notice of 2023 grant funds for projects
 - Staff and Board agreed we do not have any projects planned for 2023 and further reviewed the point system involved in the application process and noted all the costs that would be incurred to determine if a project is recommended
 - Discussed areas in the township such as old 11 that may be worth attempts to pool resources in the future if deemed a viable project

- Review road concerns in preparation for Annual Meeting
 - Discussed various road conditions and impacts of the extraordinary number of freeze/thaw cycles continue to have on our roads (Tellers and Augusta have the most potential for being raised at the Annual Meeting).
- Discuss scheduling of Annual Township Road Tour
 - Staff reported potential days Ron Bray, Road Engineer, is available for the annual road tour
 - Staff and Board agreed on securing Tuesday, April 25th beginning at 8:00a

Equipment

Review Equipment List

- Grater
 - Staff reports concern how thin they are and risk of teeth bending
 - Staff explained how each blade has 30 teeth and the teeth are changed periodically, and blades haven't been replaced since prior to Brian's employment with the township
 - Staff reports the need for four 4' sections of new blades and provided 2 quotes (Mesabi and Kris Engineering)
 - Staff recommends going with Kris
 - Board concurs to proceed with purchase using budgeted funds in the maintenance account and will add to agenda for approval of quote.
- F550 truck

Issues raised at previous work session were fixed. Wolf Motors determined it was a broken wire. It has been working well since this repair was made.
- Front End Loader

Staff reported CAT was able to repair on-site and perform a tune-up. It has been running great with more power.
- Vice-chair Nielsen referred to the Equipment List - in preparation for the Annual Meeting report - to confirm updates on other equipment during 2022. Staff will follow up with updates to the Equipment List and provide to Vice-chair Nielsen, along with updated hours on the grater meter.

Sewers

- Review updated 2023 201 Sewer System Budget
 - Staff noted the updates as discussed at previous meeting
 - Separate line for grant funds, noting that we didn't start this until 2023 budget, so grant funds received in 2022 would still be lumped in with revenue shown from 201 billing
 - Enumerated account references for disbursements (201.A, 201.B, 201.C,...)
 - \$1,500.00 for Emergency Pumping
 - \$63,000.00 for Engineering (account for the 2022 payments toward the \$86,000.00 Sewer Feasibility Study underway with Bolton & Menk)
 - Separate disbursement lines to track 201 Sewer Fund payments back to the Long Range Fund
 - Following further discussion, the amount listed for Revenue from grants will be adjusted to \$54,500.00 and Line 201.GG \$11,000.00 will be updated to include the interest for annual payment per motion passed when the pumper truck was purchased in July of last year.
 - Staff and Board concur there isn't a need to raise rates at this time, and 2023 pumper truck payment can be revisited for payment in June.

- Review Chaska Flow report
 - Reviewed the metered amounts as measured and provided via the City of Chaska utility bill
 - Has dropped significantly, almost ½ since 2019, but have been dry seasons - will learn more after this season as it depends on saturation and a lot of variable soil and weather conditions.
 - Staff will continue to monitor

- Update on MVEC Hub Notification
 - Staff has listed lift stations and set to notify abnormal usage rates. Currently set at 1 kilowatt above the peak average and daily limits – will monitor to adjust as needed. Staff noted there are some that are not set for notifications as some are connected to a residence.
 - Staff also noted the notification is not in real time – rather it is about an 18 hour delay, but still better than days.
 - Staff will check with Excel Energy to see if a similar notification system is available for the lift station on Scandia Road and Laketown Road.

- Review 2023 priorities and any quotes needed to proceed
 - Chair Klingelhutz asked if repairs can be deemed emergency. Clerk Kunze explained emergency versus scheduled repairs in relation to the requirement to review a minimum of 2 written quotes. Chair Klingelhutz referenced a good rate through Dig Rite in 2022 and wanting to keep using them. Clerk Kunze suggested getting an updated quote for all of 2023 for scheduled repairs (hourly rate) along with a 2nd quote for Board consideration.
 - Staff will seek quotes and bring to future work sessions

- Discuss force mains – access points and jetting
 - Discussed status of air release valve replacements
 - Discussed whether jetting should occur at the same time – priority is replacing the air release valves first and staff will monitor where it may be appropriate to prioritize jetting
 - Map of access points reviewed
 - Supervisor Pete Parris referenced the recommendation of jetting every 5 years – staff noted last time Scandia Road was checked there appeared to be restriction and agrees to proceed with quotes.

Miscellaneous

- Discuss status of participation in MnWARN
 - Deputy Clerk/Treasurer Melissa Lano is working on this matter. She is waiting for information from MAT-IT regarding Tort liability in relation to equipment under the program. It has been confirmed that Workers Compensation liability follows the employee – they remain the employee of the entity.
 - Clerk/Treasurer Leanne Kunze referred the Board to the questionnaire portion of the MnWARN application process located in their packets.
 - Chair Klingelhutz inquired whether we should ask Mike Couri if they have had experience with this and whether there are problems with this. Clerk/Treasurer Kunze agreed we would want Mike Couri to review the document if the Board decides to proceed.
 - Supervisor Pete Parris and Vice-chair Cathy Nielsen suggested asking MAT Attorney what experience and knowledge they have regarding the program and report back.

- Carver County Water Management Organization notice of 2024 LGU Cost Share Project Funding
 - Vice-chair Cathy Nielsen stated we had already covered this during Brian's report
 - Chair Klingelhutz shared that John Zimmerman (a Waconia Township Supervisor) reached out to him with concern that the clay cliffs bordering Lake Waconia and County Road 30 are eroding and wanting to bring in boulders to drop in the lake to provide support structure.

- Chair Klingelhutz wondered aloud who would be responsible - whether it is private property within the township – and Supervisor Parris added that projects involving Lake Waconia would likely involve DNR.
 - Chair Klingelhutz asked if it was in Laketown’s interest to spend any money as a cost-share.
 - Vice-chair Nielsen stated there needs to be a project in order for there to be any consideration for cost-share.
 - Supervisor Parris stated it would not be Laketown’s interest, but more for Carver County and the DNR. It would be their project and if they create a project and request cost-share, that would be the time Laketown would weigh in.
 - Chair Klingelhutz asked if he should call Tim Sundby at Carver County to see if this is a county responsibility because he doesn’t want the township to get stuck with costs of addressing the erosion of the clay cliffs. Vice-chair Nielsen reiterated the cliffs are there isn’t a project involving Laketown Township. Supervisor Parris suggested the person from Waconia Township who raised the concerns call the DNR and/or Carver County to raise awareness of the erosion concern.
- Chair Klingelhutz acknowledge the difficult winter and thanked the public works staff for their work. Vice-chair Nielsen and Supervisor Parris also thanked staff for their efforts.

3:00 p

Board of Audit & Regular Meeting called to order at 3:00p

Board of Audit

- Reviewed 2022 audit conducted by Clifton Larson
- Explained reference to “unaudited” on page 17 is that they audit the General Fund as a whole, not necessarily an audit of each line-item account – rather the full audit includes spot checks for compliance in line-item accounts. This is also explained in their letters accompanying the final report.
- Discussion of budget vs actual in the areas of property tax collected and police fines.
- Auditor findings same as last year re: internal controls and compliance with ICR-134.

Motion by Supervisor Parris to accept the final audit by CLA for year ending 2022.

Second by Vice-chair Nielsen

Motion carried (none opposed)

Chair Klingelhutz closed the Board of Audit portion of the meeting at 3:20p

Adopt Regular Meeting Agenda

Added consideration for blade purchase, changing from consideration to discussion on item relating to 2023 payment from 201 Sewer Fund to Long Range Fund.

Motion by Chair Klingelhutz to adopt the agenda as amended.

Second by Supervisor Parris

Motion carried (none opposed)

Open Forum is an opportunity for citizens to discuss issues with the Board on items not on the agenda. Individuals are asked to limit their comments to 5 minutes. The Chairman may limit the number of speakers discussing the same issue. The Town 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. **Open Forum opportunity left open until 3:35p – no speakers.**

Minutes

- Special Meeting Minutes re: Augusta Road – February 27, 2023

Motion by Chair Klingelhutz to approve.

Second by Supervisor Parris

Motion carried (none opposed)

Directed Clerk to send copy to Dahlgren Township tonight.

- Budget Work Session – February 27, 2023

Motion by Vice-chair Nielsen to approve.

Second by Chair Klingelhutz

Motion carried (none opposed)

- Regular Meeting Minutes – February 27, 2023

Motion by Vice-chair Nielsen to approve.

Second by Supervisor Parris

Motion carried (none opposed)

Financials

- Payment of Claims

Motion by Chair Klingelhutz to approve claims #13614 –13640 totaling \$37,703.90

Second by Vice-chair Nielsen

Motion carried (none opposed)

- Schedule 1 Treasurer's Report

Motion by Supervisor Parris to accept the Schedule 1 Treasurer's Report

Second by Chair Klingelhutz

Motion carried (none opposed)

- Receipts Register: \$36,624.89

Chair acknowledges the Receipts Register has been reviewed and looks good.

- February bank balancing – balanced

Clerk/Treasurer inherited the \$0.30 difference from January.

February balanced, so YTD remains \$0.30

Discussed no need for copies of cancelled checks in future packets.

- Review cumulative accounting related to Airport Road Debt Service

Reviewed worksheet created by Deputy Clerk/Treasurer Lano as requested by Supervisor Parris.

The township makes 2 payments per year – one is interest only and the other is principle and interest.

This worksheet shows each property owner's assessment status.

Clerk will obtain answer from Mike Couri what happens to the township's payment obligation to that portion of Airport Road that gets annexed into City of Waconia. (i.e., if we no longer own a portion of road, how is that portion paid for moving forward)

- Update "signature card" for new CD at Security Bank

Board members' signatures collected for Security Bank file.

New Business

- Consider Gravel Quote (Class 5 and red rock)

Motion by Chair Klingelhutz to use WM Mueller & Sons for Class 5 and Bryan Rock for red rock.

Second by Supervisor Parris

Motion carried (none opposed)

- Consider Resolution 23-06 Solid Waste Grant Agreement

Motion by Chair Klingelhutz to approve Resolution 23-06 Solid Waste Grant Agreement.

Second by Supervisor Parris

Discussion: Confirmed the amount of grant is \$7,000.00

Motion carried (none opposed)

- Discuss partial loan repayment from 201 Sewer account to Long Range Fund account
Motion by Supervisor Parris to postpone to June 2023 Public Works Work Session agenda.
Second by Chair Klingelhutz
Motion carried (none opposed)

- Discussed letter to property owners along Augusta Road re: 2024 plan to return to gravel
 - This will be addressed during the Roads Report of the Annual Meeting.
 - Staff will draft for Board review during Unfinished Business of the next meeting, a letter to affected property owners to be sent along with a copy of the approved Special Meeting Minutes from 2/27/2023
- Discussed next steps on draft JPA with Carver County re: chip sealing and shoulder work
 - Current recommendation is to chip-seal all of Airport Road
 - Staff will bring suggested updates to the JPA to next meeting under Unfinished Business
- Discussed best practices for Township Board of Supervisors' meeting information and file retention
 - Shared recommendation from MAT attorney cautioning offsite storage of township files/correspondence.
 - Staff will research cloud service and/or access to shared drive with designated folder for Board that can be accessed remotely; another option is moving to Outlook with Microsoft 365 and having designated supervisor email addresses that also makes it easy to transition when officer-holders change. Supervisors support researching these possibilities.
 - Vice-chair Nielsen also advocates for securing .gov domain. Supervisor Parris and Chair Klingelhutz support securing a .gov domain.
- Review website
 - Reviewed new website design page by page – looks good and easy to update.
 - Board made the following suggestions for future updates:
Office hours once Clerk determines regular hours; add Noxious Weeds to resources links; map of township that shows annexation lines; photo of Brian with grater & James with pumper truck; compile some FAQs (how to get different types of permits, how to get on agenda).
- Consider quotes for blades purchase
 - Reviewed quotes received from Mesabi Company and Kris Engineering – staff recommendation is to go with Kris Engineering.
Motion to authorize purchase of 4 new grater blades from Kris Engineering, using Maintenance fund.
Second by Supervisor Parris
Motion carried (none opposed)

Unfinished Business

- Review and discuss Annual Meeting Agenda, handouts, and flow.
 - Staff will create name tents with township logo and board title for the front of the room.
 - Authorized purchase of cookies and water for attendees.

Board Member Reports

Chair Mike Klingelhutz

- Deferred review of *Pending Business List* to next meeting.
- Attended Bolton & Menk presentation re: City of Victoria portion
- Requested to have agenda item in future to discuss OT policy for Clerk/Treasurer, Deputy Clerk/Treasurer, and Administrative Assistant

Supervisor Pete Parris

- Provided update from 3/9 meeting with City of Victoria and Bolton & Menk
 - Supervisor Parris and Chair Klingelhutz sat in with Bolton & Menk (BM) on the 201 System for Victoria. The map that B&M had where they were going to run the piping going up 43 and into the new Charles Cud neighborhood went about 200yds further than they had to, so City of Victoria suggested they stub in at an earlier point, saving a lot of money. On their map they had all of Abbywood and then going down Tellers down to the corner. Mike suggested a different point and City of Victoria again agreed and allowed the price to be narrowed further. Victoria said that since we would have to put in a lift station, they would likely help us out on that. So rather than us putting in too small of a lift station, and then another when developed in the future, we can put one in with room for upgrades.
 - Cara (contracted engineer) and the assistant engineer who works for Cara.
 - When asked whether the Bavaria neighborhood would be able to join that line, Cara responded they do not have the capacity and that would need to go to Chaska.
 - Late April is when B&M anticipates setting up meetings with Waconia, Chaska.

Vice Chair Cathy Nielsen

- Carver County CDA grant – we have received a copy of Chaska’s grant award and rely on staff to figure out the invoicing process to get funds from Chaska
- MPCA grant – we are on track for receiving the MPCA grant

Clerk/Treasurer Leanne Kunze

- Reported we may be able to maintain credit at Frattelone’s as status quo rather than credit application process with Capital One.
- Suggested future agenda item to consider a policy for criteria to support waiver of late fees for sewer payments to ensure consistency.
- Reported training is going well – doing several of the daily and weekly tasks without assistance and will be working with Jean on Banyan to learn the quarterly sewer billing system, and with Missy for more of the big picture historical pieces and will be adding quarterly ledger review (monthly while getting more acquainted with CTAS). Administrative Assistant will be moving to a schedule that will likely fluctuate between 8-11 hours per week (payroll Mondays and Public Works Work Session Mondays 1/2 day; full day Wednesdays; and up to 2 hours on Fridays). Anticipating Clerk/Treasurer hours would be 30 + meeting times.
- Sought Board feedback on the electronic packets and timeframe for hard-copy binder availability. Packets will be sent end of business on the preceding Thursday & binders will be ready at the office no later than 12n on Fridays preceding meeting dates.

Correspondence

Reviewed the following correspondence (FYI):

- February 2023 Permits Issued
- Laketown Roads Classification list (for Public Works Work Session)
- Road Restrictions tracking dates (for Public Works Work Session)
- Carver County Water Management Organization notice of 2024 LGU Cost Share Project Funding
- Copy of letter Carver County Land Mgmt Dept sent to property owner re: Signage Code Violation
- Notice from Crown Castle re: on-site installation of 3 new filters on the tower
- MN Dept of Administration – March 2023 newsletter (incl. notice of rule making process)
- Metropolitan Council – Metro Update (sewer reference pg. 2)
- Notice from St. Boni re: Wellhead Protection Plan Amendment for the City of St. Bonifacius

Adjournment

Motion by Supervisor Parris to adjourn the meeting.

Second by Chair Klingelhutz

Motion carried (none opposed)

Meeting adjourned at 4:54p

Submitted by:

(Leanne Kunze)

03-27-23

Approved by Board:

Mike Klingelhutz

3/27/23

Leanne Kunze
Clerk/Treas



Mike Klingelhutz
Board Chair

Date

UPCOMING MEETINGS

<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 Works Work Session Regular Town Board Meeting	1:00 PM 3:00 PM
Monday, April 24, 2023	Regular Town Board Meeting	6:00 PM
April – to be determined	Road Tour	
Monday, May 08, 2023	Public Works Work Session Regular Town Board Meeting	1:00 PM 3:00 PM
Monday, May 22, 2023	Regular Town Board Meeting	6:00 PM
Monday, May 29, 2023	Closed - Memorial Day	
Monday, June 12, 2023	Public Works Work Session Regular Town Board Meeting	1:00 PM 3:00 PM
Monday, June 26, 2023	Regular Town Board Meeting	6:00 PM