

MINUTES

Board & Staff present: Chair Mike Klingelutz, Vice-chair Cathy Nielsen, Supervisor Pete Parris, Clerk/Treasurer Leanne Kunze, Public Works Technicians Brian Lawrence and James Schilling.

Public present: Dan Anderson

Public Works Work Session was called to order at 1:00pm

Roads

- Reviewed summary of tasks identified during the Annual Road Tour. Agree to remove reference to a minimum culvert size in the notes from engineer observations and recommendations relating to a private property with an established waterway. Property owner should consult with watershed district for proper sizing.
- Reviewed paving plan/asphalt schedule through 2028. Core samples to be done on all paved roads with the exception of Linda Ln and Airport Rd. Reviewed budgeting needs for these projects, noting funds from annexation fees to be considered. Using last year's numbers, the cost to reclaim and pave is \$32.70/sq yd, and \$15.50/sq yd for mill and overlay. We will need to start the 429 process soon as these projects will result in assessments to property owners. Stressed the importance of neighborhood meetings early in the process.
- Reviewed quote for the street repair portion of the private property driveway work to be done at 8020 Cardinal Ln. Recommend approval for Plehal quote of \$650.00 for the street repair portion in conjunction with the private driveway work. Staff will obtain Certificate of Liability Insurance coverage coordinate with the contractor once the driveway project is scheduled. Quote will be considered during the Regular Meeting.
- Discuss next steps for intersection of Little Ave at County Road 140 where multiple ROW meet. A large portion is in Benton Twp, some in Dahlgren Twp, some in Laketown Twp, and a very small part in Waconia Twp. Supervisor Parris will reach out to townships involved to measure interest in cost-share for the repairs needed.
- Review application for driveway/field access off of Lakewood Circle for parcel 07.0280700 (address 9501 Lakewood Circle). Staff recommends access be moved 100' closer to County Road 141 (Laketown Rd) to address safety and site line concerns. Staff recommends approval with the location change for 24' width with required culvert and fire sign to be noted. Discussed home construction in the future and resident aware of one access being granted, creating a long driveway to likely site of home. Township has the road authority and it is noted that the County expects access to be a minimum of 660' from the County Road. Consideration will be added to the agenda under New Business during the Regular Meeting.
- Discussed gravel hauling contractors being impacted by construction in downtown Chaska. Staff shared likelihood of upcharges for the extra distance driven due to detours, and also for the use of a belly-dump truck that makes for efficient delivery. Support for belly-dump, however, board referred back to the quote for trip charges. Staff will reach out to contractors to gather potential upcharges to share with the board.

Equipment

- Reviewed repair and maintenance needs following DOT inspection. Clerk to note expenses relating to the pump truck should be paid out of the 201 Fund.
- Discussed the invoice from Zeigler CAT for repairs to the front-end loader. Technicians made 4 trips to the shop as a result of the extent of work, including having to replace a faulty injector installed during the repair process. The invoice is more than double the amount quoted. Board directed Clerk/Treasurer to pull the claim/check pending approval during the Regular Meeting. Board directed PW Staff to reach out to Zeigler CAT to renegotiate the exorbitant labor costs and extra trip costs as it should be their responsibility to cover the costs relating to correcting the installation of a faulty injector.

Sewers

- Reviewed City of Chaska flow reports pertaining to the Lake Bavaria neighborhood's connection to the township's 201 Sewer System. Usage has doubled in comparison to last month, indicating increased I&I from snow melt and rain. Discussed recent sealing at lift station(s) and likelihood of I&I coming from the individual tanks that are the responsibility of each property owner.
- Discussed sump pump violation at 9385 Janview Lane (Christopher). This has been an issue in the past. Staff sent an email to the property owner and the property owner has corrected the issue. Clerk to add to the Agenda under New Business during the Regular Meeting.
- Discussed the need for PW staff to be able to camera the sewer line at 9285 Janview Lane (Saunders) to help identify cause of excess water flow entering the septic tank during snow melt and rain events. Clerk to add to the Agenda under New Business during the Regular Meeting.
- Reviewed draft language provided by legal counsel for amending the Sewer. No edits suggested. Clerk will proceed with public notice requirements for future consideration of new ordinance 2023-01.

Miscellaneous

- Discussed hiring of summer help for public works. Main duties would be mowing and assisting staff with tree trimming by pulling brush to the chipper. Position is temporary and recommended to be paid \$17.00/hour for 24 hrs/week (3 days a week) with no benefits. Staff reported knowledge of 2 individuals expressing interest and disclosed one is a relative.
- Discussed nuisance complaint(s) received re: 9340 Pierson Lake Drive citing the following concerns: large stacks of wood brought in from other areas, appearance of possible business running out of the property, seeking workers come and go with Bobcat, trailer, trailers of wood, several unused vehicles and scrap metal in yard and treeline. Staff viewed the site to confirm complaint and referred the matter to Carver County Land Management.
 - Resident Dan Anderson asked to go on record that the property owner at 9340 Pierson Lake Drive is a longtime resident of the neighborhood and has a long history of doing a lot of work in the neighborhood. Anderson also shared that he is aware that the property owner heats his home and pole barn with wood, explaining the large woodpiles on the property. Anderson shared that he has seen a side-dump trailer and believes the property owner may have a PT job involving a Bobcat and trailer, but has not seen it going in and out of the property on a regular basis. Anderson stated the trailer is sometimes stored at a property on Co Rd 10 that is owned by another neighbor in the Pierson Lake Drive neighborhood. Anderson noted that there is another neighbor with a home for sale and has been on the market longer than expected and likely because potential buyers see the disorganized yard next door. Anderson believes the property owner at 9430 Pierson Lake Drive would comply with whatever needs to be done to clean up the parcel, but needs to be informed what is needed as it has been disorganized for many years.

- Discussed copy of letter received from Carver County, addressed to property owner relating to continued nuisance at 7580 County Road 10 E.

Board & Staff present: Chair Klingelhutz, Vice-chair Nielsen, Supervisor Parris, Clerk/Treasurer Kunze

Public present: Zach Freitas, Terry Kalkes

Regular Meeting was called to order at 3:08pm

Regular Meeting Agenda was adopted as amended.

- **Remove** claim #13717 in the amount of \$17,683.13 to Zeigler CAT (**Denied - VOID CHECK #27399**)
- **Add** consideration of application for driveway access/field approach for property 07.0280700 (9501 Lakewood Circle)
- **Add** consideration of response to sump pump violation at 9385 Janview Lane
- **Add** consideration to facilitate access for PW staff to camera sewer line at 9285 Janview Lane

Motion by Chair Klingelhutz to adopt the agenda as amended.

Second by Supervisor Parris

Motion carried (none opposed)

Open Forum (left open until 3:20pm) 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.

Minutes

- Approve Public Works Work Session and Regular Meeting Minutes – April 24, 2023

Motion by Vice-Chair Nielson to approve Public Works Work Session and Regular Meeting Minutes.

Second by Supervisor Parris

Motion carried (none opposed)

Member of the public, Zach Freitas, arrived and in attendance for Agenda item relating to permit application for Freshwater Church. **Board proceeded to consider the Event Permit** for Freshwater Church from New Business out of order (prior to Financials) in consideration of Freitas' time.

New Business (purposely considered out of order)

- Considered Event Permit 2023-01E for Freshwater Church's Outdoor Service.

Motion by Vice-chair Nielsen to approve Event Permit 2023-01E

Second by Supervisor Parris

Discussion: Reviewed plan and confirmed it is the same as this past August event.

Motion carried (none opposed)

Financials

- Payment of Claims: #13715-13735 totaling \$46,361.51 minus removal of denied claim #13717 in the amount of \$17,683.13 resulting in the new total of \$28,678.38

Motion by Chair Klingelhutz to approve payment of Claims#13715-13735, excluding denied claim #13717, for a total of \$28,678.38

Second by Vice-chair Nielsen

Motion carried (none opposed)

- Schedule 1 Treasurer's Report

Motion by Vice-chair Nielsen to accept the Schedule 1 Treasurer's Report

Second by Supervisor Parris

Motion carried (none opposed)

- Receipts Register: \$35,814.23

Chair Klingelutz noted the Receipts Register has been received and reviewed.

- April bank balancing

Chair Klingelutz noted the March bank balancing was received and reviewed.

- Clerk/Treasurer Kunze shared information received from a CTAS representative at the State Auditor's Office that allows the Board to allocate the additional \$0.31 (since February) to a specific fund to zero out the YTD so future months may balance to zero.

Motion by Chair Klingelutz to allocate the excess \$0.31 to the General Fund.

Second by Vice-chair Nielsen

Motion carried (none opposed)

Member of the public, Terry Kalkes, arrived and in attendance to address the board regarding public waterway impacts on his property and concern that the sand-filter mounds are leaking. **Board proceeded to allow** Kalkes to provide comment. Kalkes claims worsening drainage conditions that are impacting his property. He shared concern of possible leakage from the sewer mounds/sand filter and reports the open lot that is now zoned as a park (owned by the township) has changed and needs a berm to slow the flow of drainage into his yard. He reports that in the past, this lot had not been mowed and included long grass and was home to many frogs. Kalkes said there is now a sewer smell and reports seeing maggots and flies along the fence line of the park and sand filters. Board members shared input from the township's contracted engineer who has been involved with the township for approximately 30 years, noting that we stopped by to inspect the area during the Annual Road Tour and the engineer noted the long history of a waterway and drainage that appears to have been exacerbated by some modifications by the property owner, such as grading the yard, building a shed, and raised gardens in the swale. Board members shared the recommendation from the engineer for the property owner to install a culvert at their driveway to help direct drainage. Also, there were no concerns noted at the sewer mounds/sand filter, nor was there a smell or sign of flies or maggots while walking the area just a few weeks ago. The materials and design of the sand filter were explained to include an impermeable barrier that would prevent leakage. Additionally, our sewer technician takes samples regularly and there has been nothing to suggest any leakage. Board assured Kalkes that staff will be asked to check the sand filtration system for leakage and will also review drainage easements in the area.

New Business

- Considered probationary period of Clerk/Treasurer Kunze (90 days as of 05/08/2023).
 - Board members praised the performance and recommended ending the 90-day probationary period.
 - Supervisor Parris suggested reconsideration of Kunze's hourly wage in consideration of the high level of performance, the wage of the previous Clerk/Treasurer, and the wage of the current Deputy Clerk/Treasurer.
 - Kunze thanked the Board for their positive comments and confidence in her performance. Kunze asked the board to consider increasing the health insurance stipend to \$400/month (\$200/payperiod) noting that is still less than the prorated amount based on FT rate of \$600/month (\$300/payperiod) for FT staff.
 - Vice-chair Nielsen emphasized the need for equity in relation to the health insurance stipend. Kunze confirmed the position's benefits (cell allowance and health stipend) are not currently in effect, and would go into effect this payperiod beginning May 8, 2023, upon successful completion of the 90-day probationary period.
 - Supervisor Parris suggested raising Kunze's hourly pay to \$29.00 and to provide a monthly health stipend of \$400.00 (\$200/payperiod)

Motion by Vice-chair Nielsen for Kunze to be removed from probation, her wage to be set at \$29.00 per hour, and her health stipend to be set at \$450.00 per month (\$225/payperiod) to reflect proration of 30 hours based on a 40-hour work week.

Second by Supervisor Parris

Motion carried (Chair Klingelhutz opposed)

Chair Klingelhutz wanted the record to reflect that his “no” vote should not to be taken as a reflection on Kunze’s performance as he is very pleased with her work.

- Considered quote for public street portion of repairs authorized in conjunction with private driveway work at 8020 Cardinal Lane.

Motion by Chair Klingelhutz to authorize the \$650.00 quote from Plehal for the street repair portion if done in conjunction with the private driveway.

Second by Supervisor Parris

Motion carried (none opposed)

- Considered posting job opening for part time summer help as discussed during Public Works Work Session portion of the agenda.

Motion by Chair Klingelhutz to authorize Clerk/Treasurer Kunze to post the job opening on the website and the outdoor bulletin board, and to commence an interview panel consisting of Vice-chair Nielsen, PW staff Brian Lawrence and James Schilling, and Clerk/Treasurer Kunze to be held on Monday, May 22nd in time for a recommendation for board consideration at the 6:00pm, May 22, 2023 Regular Meeting.

Second by Supervisor Parris

Motion carried (none opposed)

- Considered application for driveway access/field approach off of Lakewood Circle as discussed during Public Works Work Session portion of the agenda.

Motion by Supervisor Parris to approve staff recommendation to grant access for a 24’ driveway/field approach to be located on Lakewood Circle, 550’ off of County Road 141/Laketown Road, noting this is 100’ closer to County Road than County guidelines, but necessary for sightlines and safety.

Second by Chair Klingelhutz

Motion carried (none opposed)

- Considered letter to property owner at 9385 Janview Lane for continued sump pump violation.
 - Send letter to owner, including citation information in case it happens again.

Motion by Supervisor Parris

Second by Vice-chair Nielsen

- Considered letter to property owner at 9285 Janview Lane for staff access.

- Send letter to owner to coordinate access for staff to camera sewer lines within 30 days.

Motion by Chair Klingelhutz

Second by Vice-chair Nielsen

Unfinished Business

- Considered draft of proposed amendment to Sewer Ordinance – reviewed – proceed with ordinance process as discussed during Public Works Work Session.
- Discussed response from legal counsel on question raised at previous meeting re: Pierson Lake Association concern – reviewed – no action will be taken.

Board Member Reports

- Chair Klingelhutz reviewed the *Pending Business List* with Vice-chair Nielsen, Supervisor Parris, and Clerk/Treasurer Kunze
 - Updates:
 - Pierson Lake Drive retaining wall – send letter to seek status update

-Three Rivers Park District annexation to City of Victoria is on city's agenda this evening – Supervisor Parris will attend

- Chair Klingelhutz reports dropping off 3 large black garbage bags filled with waste picked up along Airport Road and Laketown Road – this will be noted for MS4 documentation purposes.
- Vice Chair Cathy Nielsen – requested to add the project list from the road tour to future Public Works Work Session agendas
- Supervisor Pete Parris - summarized the meeting with City of Chaska with Bolton & Menk as part of the 201 Sewer Feasibility Study. Chaska representatives will provide any additional feedback directly to Bolton & Menk. The parcels within the area around Lake Bavaria need to have individual tanks removed and replaced with grinder pumps that would connect to the sewer lines out to the lift stations. Where lines are able to be placed in the street, it is recommended in lieu of backyards. This will be included in the study recommendations.
- Clerk/Treasurer Kunze - website updates to include a spring photo using the tree planted in memory of past board member, Dave Falk.

Reviewed correspondence:

- MnWARN Certificate of Membership
- Minor Subdivision granted by Carver County – split PID, add PID, retire PID re: Hilk and Oakwood Church

Adjourned at 5:38pm

Motion by Chair Klingelhutz to adjourn the meeting.

Second by Supervisor Parris

Motion carried (none opposed)

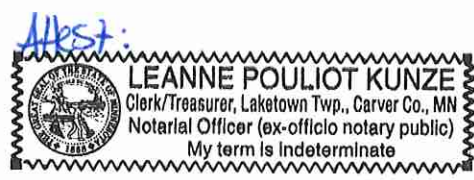
Respectfully submitted by:

Leanne Kunze
Clerk/Treasurer

Board approved:

Mike Klingelhutz
Board Chair

Cathy Nielsen
Vice-chair



*chaired
05-22-23
mtg.*