

**MINUTES**  
(Approved 07.10.2023)

**Present:**

Chair Mike Klingelhutz, Vice-chair Cathy Nielsen, Supervisor Pete Parris, Clerk/Treasurer Leanne Kunze

**Regular Meeting** was called to order by Chair Klingelhutz at 6:04pm

**Regular Meeting Agenda** was adopted as presented.

Motion by Klingelhutz to adopt the agenda as presented.

Second by Parris

Motion carried (none opposed)

**Open Forum (left open until 6:15)** 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.

**There were no residents/visitors in attendance.**

**Minutes**

- Regular Meeting Minutes – June 12, 2023

Motion by Parris to approve the Public Works Work Session & Regular Meeting Minutes from June 12, 2023

Second by Nielsen

Motion carried (none opposed)

**Financials**

- Payment of Claims: #13798-13826 totaling \$60,200.93

Motion by Klingelhutz to approve payment of Claims #13798-13826 totaling \$60,200.93

Second by Parris

Motion carried (none opposed)

- Schedule 1 Treasurer's Report

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

Second by Klingelhutz

Motion carried (none opposed)

- Receipts Register: \$221,029.08

Klingelhutz noted the Receipts Register has been received and reviewed.

**Unfinished Business**

- Considered Ordinance 2023-01 amending Sewer Ordinance re: prohibited discharge

Motion by Nielsen to adopt Ordinance 2023-01 as presented

Second by Klingelhutz

Motion carried (none opposed)

- Considered publishing Ordinance 2023-01 in summary form

Motion by Klingelhutz to publish Ordinance 2023-01 in summary form, as presented

Second by Parris

Motion carried (none opposed)

## New Business

- Considered adding Juneteenth as a paid holiday (legislated holiday was in effect June 19, 2023)  
Motion by Parris to add Juneteenth as a paid holiday for 8 hours for full-time public works staff and for 7 hours for the clerk/treasurer, effective this calendar year. When necessary work needs to be formed on this designated holiday, a floating holiday will be granted that will expire if not used by the last payroll period ending in August of the same year.

Second by Nielsen

Motion carried (none opposed)

- Considered request from City of Minnetrista to collaborate on St. Boni Fire contract  
Motion by Parris in support of proposed amendment to St. Boni Fire contract and sharing a copy of our St. Boni fire contract with the City of Minnetrista

Second by Klingelhutz

Motion carried (none opposed)

## Board Member Reports

Chair Mike Klingelhutz:

- *Reviewed Pending Business List*
  - Pierson Lake Dr Easement Retaining Wall: Parris will drive by after meeting to see progress
  - Intersection at Little and 141: Parris has not heard back – will reach out again
  - Augusta Road: received payment from Dahlgren for spring patching; no other updates
  - 201 sewer – unauthorized discharges: passed Ordinance 2023-01 addressing this matter in amendment to 201 Sewer Ordinance in effect – remove this item moving forward  
Motion by Parris to send copy of Ordinance 2023-01 summary document to residents connected to our 201 sewer system  
Second by Klingelhutz  
Motion carried (none opposed)
  - Camera sewer line on Jan View Lane: pending update from James
  - MPCA grant status: reminder to be sent to Bolton & Menk re: request for specific invoice for Abbywood Mounds portion of study in order to obtain grant funds, note Seth Peterson is aware of this requirement
  - CDA grant status: CDA Board tabled decision from June meeting to their August meeting
  - Ordinance clean-up: in progress with Clerk
  - **Add:** Reitz Lake Lift Station Panel
- Informed others that a dirt-mover ran over our lift station at Abbywood. Insurance information was provided and will determine cost to repair.

Vice Chair Cathy Nielsen:

- Reminded others of a MN Chamber of Commerce event where public officials have been invited to attend the next day (June 13, 2023)
- Reminded others of the Carver County Association of Townships will be meeting at the Carver County Fairgrounds on July 11, 2023 at 7:00p and extended invitation for Clerk to attend
- Shared a copy of information gathered by Supervisor Zimmerman from Waconia Township that provided authorized expenses for officers and staff in neighboring townships and municipalities
- Mentioned there are 6 other townships who operate sewer systems

Supervisor Pete Parris:

- Reported legal advice (received free during Couri & Ruppe Legal Seminar in June) to start discussions with the City of Waconia regarding impacts on our Airport Road debt when/if annexation occurs before it is paid off. Board agrees to proceed and clerk to inform Couri & Ruppe.

Clerk/Treasurer Kunze:

- Shared progress on previous tasks and on-going ordinance clean-up project

- Noted Couri is out of the office until after the 4<sup>th</sup> of July holiday and will reach out after the holiday re: starting discussions with City of Waconia noted in previous report
- Deputy Clerk/Treasurer Melissa Lano will be covering the July 10, 2023, meeting in Kunze's absence

**FYI / Correspondence**

Reviewed correspondence from McMullen in response to letter sent to all residents of Hidden Bay regarding on-going unwritten complaints of dogs off leash and a recent incident where Carver County was called. After significant discussion, it was noted as a well-written letter and good to hear more of the context around the on-going unwritten complaints. The Township letter was reviewed again due to the statement regarding the tone of the letter in reference to dangerous dogs, to which it was confirmed there was no reference made to "dangerous" dogs and it was not the intent of the Township to offend residents. No further action, and a reminder that staff obtain complaints in writing.

**Adjourned at 7:26pm**

Motion by Nielsen to adjourn the meeting.


Second by Klingelhutz

Motion carried (none opposed)

Respectfully submitted by:  
Leanne Kunze, Town Clerk

Board approved on 07.10.2023 :  
(date)

ATTEST:   
Melissa Lano, Deputy Clerk/Treasurer

  
Mike Klingelhutz, Board Chair

**UPCOMING SCHEDULE**

Tuesday, July 4, 2023	Closed – Independence Day	
Monday, July 10, 2023	Public Works Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
Monday, July 24, 2023	Regular Town Board Meeting	6:00 PM
Monday, August 14, 2023	Public Works Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM
Monday, August 28, 2023	Regular Town Board Meeting	6:00 PM
Monday, September 4, 2023	Closed – Labor Day	
Monday, September 11, 2023	Public Works Work Session	1:00 PM
	Regular Town Board Meeting	3:00 PM